SPARTANBURG
TECHNICAL
COLLEGE

2005-2006
Catalog

Post Office Box 4386
Business Interstate 85 at New Cut Road
Spartanburg, South Carolina 29305
(864)592-4600
Fax: (864)592-3642
www.stcsc.edu

NOTICE TO STUDENTS

Notice of Student Responsibility: Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness, or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Technical College reserves the privilege of changing, without notice, any information in this catalog.

If special accommodations or assistance will be needed, contact Gina Parris, director of student disability services, (864)592-4811 (voice and TDD).

ADA/504 Coordinator and EEO/Title 9 Coordinator: Regina Eaker, director of human resources, (864)592-4706 (voice and TDD)

Transfer Officer: Celia Bauss, dean of enrollment management, (864)592-4754.

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Consumer Information: Write to the office of the vice president of student affairs at STC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty: It is the policy of Spartanburg Technical College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Facility Services at STC: Spartanburg Technical College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio-visual services. To schedule an event at Spartanburg Technical College, call the president's office at (864)592-4622.

Non-Discrimination Statement: Spartanburg Technical College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin or disability in its admissions policies, programs, activities or employment practices.

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Postmaster Information: *2005-2006 College Catalog*, published May 2005, Spartanburg Technical College, Post Office Box 4386, Spartanburg, S.C. 29305.

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Technical College's graduation rate for the fall 2001 cohort is 24.2%. It is important to note that the SRTK is a "cohort" study. It identifies a group of students who are first-time freshman, enrolled full-time in a fall semester and are degree-seeking, and measures their outcomes over a period of time. While SRTK has merit in that it provides a standardized measure of college effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation= 23%
(Total Completers within 150%/Adjusted Cohort)
4-year Average Student-Right-To-Know Transfer-Out Rate Calculation= 97%
(Total Transfer-Out Students/Adjusted Cohort)

World Wide Web Address: Spartanburg Technical College's homepage address is www.stcsc.edu

Welcome to Spartanburg Technical College!

Since 1963, STC has met the needs of students in Upstate South Carolina by providing the pro grams you want and the services you need to be successful. Exciting opportunities abound at Spartanburg Technical College and we are pleased you are part of the excitement.

As Spartanburg Technical College continues its fifth decade of service to the people of Spartanburg, Cherokee and Union counties, we are committed to providing high-quality, affordable education and training to all our citizens. Each year, we serve over 5,000 credit students in degree, diploma and certificate programs, and more than 15,000 in continuing education and lifelong learning programs. Although our growth has been rapid, we have never forgotten our mission to educate tomorrow's workforce. We offer over 70 credit programs of study and a host of non-credit continuing education opportunities. Hundreds of distance learning classes give students the flexibility and convenience of taking classes from home while caring for a family, working *and* going to college. Whether your goal is to earn an associate degree in arts or sciences and transfer to a four-year university; train for a good job in horticulture, computers, business, health and human services, industrial or engineering technologies; or take a short, intensive training course, you will find STC dedicated to your success. STC is committed to academic excellence, as exemplified by our experienced, dedicated faculty. They are willing to go the "extra mile" to help you discover and fulfill your potential.

In addition to our credit and non-credit courses, we offer a blend of services and opportunities that you will not find anywhere else in this area. Other services available include the Advising Center, the Tutorial Learning Center, the Open Computer Lab, Student Support Services, the Career Planning and Placement office, and Distance Learning just to name a few. As you learn more about Spartanburg Technical College, you will find that we are the best choice for quality, affordable education in the Upstate.

To better serve all our students, the College is committed to an aggressive upgrade and expansion of our physical facilities. In 2002, we added 10,000 square feet

to the East Building to provide a new home for the Advising Center, Tutorial Learning Center, Testing Center, and Open Computer Lab. This addition gives a contemporary look to one of the campus's original buildings. In 2003, we opened a new 60,000 square foot Student Services Building, giving us much-needed space to centralize student services and many administrative functions, thereby improving our ability to serve students and the community. Currently, we are planning the construction of a new library/academic complex.

Our growth continues as we expand satellite campuses to meet the increasing educational needs of Upstate residents. The College's BMW Center serves residents of western Spartanburg County. With the support of Cherokee County businesses, industries and government agencies, the College is beginning to develop a 60-acre campus in Cherokee County. The first building of the site is planned for 2006, with additional construction to follow.

My priority as president is to ensure that the faculty and staff work together to help you accomplish your objectives. Your success is our success!

Dr. Dan L. Terhune, STC President

2005-2006 Academic Calendar

Fall Term 2005

August 22 ..... Classes Begin
September 5 ..... Labor Day (College Closed)
November 21-23 ..... Faculty Optional Days (No Classes)
November 24-25 ..... Thanksgiving Holidays (College Closed)
December 5 ..... Classes End
December 6-9 ..... Final Exams
December 17-January 1 ..... Christmas Holidays (College Closed)

Spring Term 2006

January 9 ..... Classes Begin
January 16 ..... Martin Luther King, Jr. Holiday (College Closed)
April 3-7 ..... No Classes, Spring Break
April 24 ..... Classes End
April 25-28 ..... Final Exams
May 4 ..... Graduation

Summer Term 2006

May 15 ..... Classes Begin
July 3, 4 ..... Independence Day Holiday (College Closed)
July 27 ..... Classes End

Summer Mini Term 2006

June 12 ..... Classes Begin
July 3, 4 ..... Independence Day Holiday (College Closed)
July 20 ..... Classes End

Please note: These dates are subject to change in the case of extenuating circumstances, such as inclement weather.

An Introduction to the College

Spartanburg Technical College Administration

Dan L. Terhune ..... President
Henry C. Giles, Jr. ..... Executive Vice President
David A. Just ..... Vice President of Continuing Education
Robert W. Isenhower, Jr. ..... Vice President of Planning and Development
Harold D. McClain ..... Vice President of Student Affairs
Sherrill H. Vaughn ..... Vice President of Academic Affairs
Kelley P. Jones ..... Executive Assistant to the President
Marty G. Richards ..... Executive Director of the STC Foundation

Spartanburg County Commission for Technical Education

Hubert C. Dobson, Chairman ..... At-large member
James M. Folk, Vice Chairman ..... At-large member
DeLoris Ham Oliver, Secretary ..... At-large member
William D. Gwinn ..... At-large member
Vacant ..... Spartanburg School District No. 1
Tammy C. Devine ..... Spartanburg School District No. 2
Danny T. Phillips ..... Spartanburg School District No. 3
F. Gary Towery ..... Spartanburg School District No. 4
Robert D. Kinard ..... Spartanburg School District No. 5
William G. Sarratt ..... Spartanburg School District No. 6
James L. Hailstock ..... Spartanburg School District No. 7
Dr. Lynn Batten, ex officio ..... Superintendent, School District No. 7
Whit Kennedy, ex officio ..... Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Dan P. Gray ..... 1st Congressional District
W.M. Brantley Harvey, Vice Chair ..... 2nd Congressional District
Vacant ..... 3rd Congressional District
Rev. Benjamin D. Snoddy ..... 4th Congressional District
Ralph A. Odom, Jr., Chair ..... 5th Congressional District
Wm. Reynolds Williams ..... 6th Congressional District
Edwin G. Foulke, Jr. ..... At Large Member
Montez C. Martin ..... At Large Member
Vacant ..... At Large Member
Guy Tarrant ..... At Large Member

Ex Officio

Inez Tenenbaum ..... State Superintendent of Education, State Department of Education
Robert A. Faith ..... Secretary of Commerce, S.C. Department of Commerce
Vacant ..... System President
South Carolina Technical College System

Accreditations

Spartanburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia, 30033-4097, Phone (404) 679-4501, to award associate degrees, diplomas, and certificates.

The College offers programs accredited by the following:

- Association of Collegiate Business Schools and Programs (ACBSP)
- Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700
- Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312)553-9355
- Commission on Dental Accreditation, American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences, P.O. Box 75634, Chicago, Illinois 60675-5634, Phone (773) 714-8880, Website- www.naacls.org
- National Automotive Technicians Education Foundation - Automotive Service Excellence
- South Carolina Board of Nursing-Labor, Licensing and Regulation (approval only)
- Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail @jrcert.org
- The Pharmacy Technician Program will receive notification in September 2005 concerning accreditation from the American Society of Health-System Pharmacists.
- The American Culinary Federation

College Mission

Spartanburg Technical College is a comprehensive, public, suburban, two-year technical college serving the citizens of the upstate counties of Spartanburg, Union, and Cherokee in South Carolina. The College advances economic development of the region through programs that address emerging and continuing employment needs in a rapidly changing global environment. Programs and services provide accessible, affordable, equitable, state-of-the art, postsecondary education that effectively (1) prepares students to enter, adapt to, or advance in technical or service career fields; (2) provides students with pre-baccalaureate programs and courses which transfer to senior colleges and universities; and (3) assists students in achieving their professional and personal goals. Annually, the College serves 4,000 to 6,000 credit-seeking students and 12,000 to 18,000 continuing education students.

College Values

At Spartanburg Technical College, we believe in the worth of individuals and their potential for growth and development.

Values Pertaining to Students: At STC, we believe in ...

1. Encouraging students to reach their highest potential and to increase their self-esteem.
2. Stressing students' responsibility in taking an active role in their own learning, growth, and development.
3. Fostering a caring environment appropriate for the personal and educational development of adult students.
4. Helping students acquire a work ethic appropriate to their career choice.
5. Promoting a desire for lifelong learning.
6. Instilling a sense of college pride in the student.

Values Pertaining to Faculty and Staff: At STC, we believe in ...

1. Accomplishing the college mission through teamwork, effective communication, and personal accountability.
2. Maintaining a climate of mutual trust and respect.
3. Treating faculty and staff fairly.
4. Giving employees personal responsibility for job performance.
5. Developing professional potential of faculty and staff.

Values Pertaining to Community: At STC, we believe in ...

1. Providing timely programs and services that meet the needs of students and area business/industry.
2. Participating as a partner in the community's growth and development.
3. Promoting interactive communication with the community to ascertain needs and distribute information about programs and services.
4. Developing a continuum of educational opportunities by articulating with secondary and postsecondary institutions.
5. Encouraging faculty and staff to serve as leaders/role models in the community.
6. Being accountable to the community for effective use of resources.

Role and Scope

Spartanburg Technical College, an institution of the South Carolina Technical Education System, provides a wide range of instructional programs that include associate degree, diploma, certificate, occupational advancement, and community interest courses. These programs serve students who are seeking career preparation, entry-level job skills, the first two years of a baccalaureate degree, or personal/professional development. The College is an open access college serving the diverse needs of the adult population in its service area.

College-Level Credit Programs

In response to local business and industry needs, the College offers college credit educational programs in Engineering Technology, Industrial Technology, Computer Technology, Business, Horticulture, Health Sciences, and Public Service leading to associate degrees, diplomas, and certificates. The College offers university transfer opportunities through the Associate of Arts and Associate of Science programs to meet the needs of students whose long-range goals are obtaining baccalaureate degrees.

Continuing Education Programs

The College advances the economic development of the region through training to meet the unique human resource development needs of both new and existing business and industry. Course offerings provide professional and personal growth opportunities to business, industry, and the community at large.

Student Development Services

The College offers development services to enhance students' opportunities for career success and their potential for personal and educational growth. Recruitment, counseling, and support services are provided to all students. Special programs and services increase access and equity for minority students, students with disabilities, and other students who are not historically served by higher education.

Transitional Studies

The College assists underprepared students in developing skills necessary to enter college-level programs. Transitional studies courses stress mastery of basic academic skills and provide tools to encourage and enable students to become successful.

Student Outcomes

When students graduate from Spartanburg Technical College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his or her area of study, every graduate of an associate degree progam at the College will

1. Perform mathematical computations.
2. Communicate effectively both orally and in writing.
3. Comprehend written material.
4. Work effectively within a group.
5. Demonstrate problem-solving ability.
6. Demonstrate proficiency in information literacy.

Graduates of technical programs will also be able to

1. Demonstrate knowledge of professional work ethics.
2. Demonstrate a knowledge of employer expectations of job seeking, keeping and advancing skills.
3. Demonstrate technical expertise.

Note: Spartanburg Technical College has submitted an application to the S.C.. Commission on Higher Education for a change of mission statement. See page 244 for the proposed statement. Check the STC website (www.stcsc.edu) after May 10, 2005 for the status of this change.

Historical Overview

By an act of the South Carolina Legislature in May 1961, an extensive statewide program of technical training was initiated through the establishment of regional Technical Education Centers to aid in the economic development of the state.

In November 1961, Spartanburg County received approval to provide a technical education center for the citizens in its region. The Spartanburg County Commission for Technical Training was formed to guide the development of the new center.

By May 1963, the center occupied its first building at the present site of Spartanburg Technical College. One hundred and fifty students enrolled in nine industrial and engineering technology training programs and an extension course in supervisory development in the fall term, 1963.

From 1963 through 1973 Spartanburg County Technical Education Center experienced rapid growth. Enrollment in academic programs for the 1973 fall term reached 1,342, which included new programs in business, engineering technology and health sciences. Seven of the programs started in the mid-sixties were discontinued by 1973 in response to changing economic development needs.

During this first decade, the center received accreditation by the Southern Association of Colleges and Schools. Also, a second classroom/laboratory building was constructed. The East and West buildings now represented a significant core for future expansion.

In 1974, recognizing the institution's broadening scope and depth of academic program offerings, the Center officially became Spartanburg Technical College.

From 1974 through 1984 the College experienced steady growth in enrollment and a period of dynamic change. By the 1984 fall term, enrollment was 1,653. Many new academic programs were added to the curriculum during this second decade and the names and content of some programs were updated to reflect changes in technology. By 1984 the College offered over 40 associate degree and diploma programs. Custom-designed training provided through the College's Continuing Education Division received increased emphasis during this period.

In fall 1980 construction of two additional buildings was completed. The 32,000 square-foot Tracy J. Gaines Learning Resource Center housed the library, media center, bookstore, shipping and receiving, several classrooms, conference rooms, and a 300-seat auditorium. The 20,000 square-foot Industrial Training Facility housed the College's welding and Ford ASSET programs. In 1983 the College purchased the a building from Lockwood-Greene Engineers, Inc. and named it the James P. Ledbetter, Jr. Administration Building. By the end of the second decade, the College had acquired a total of 104-acres of land off Interstate Highway 85, and grown to a 264,201 square-foot complex.

During the period 1985 through 1995, the College experienced tremendous enrollment growth, with the 1995 fall term reaching over 2,500 students. Academic programs have been consistently reviewed, upgraded, and modernized to reflect current technologies. Developing improved networks and working relationships highlighted the third decade. Responding to the governor's 1988 Initiative for Work Force Excellence, Spartanburg Technical College developed the largest workplace basic skills training program in the state.

In fall 1990 the College launched a new University Transfer Program through the establishment of associate degree programs in arts and sciences. This addition to the traditional technical curriculum significantly broadened the College's educational mission. Spartanburg Technical College linked with the Internet in 1994, giving the College direct access to the worldwide "information highway."

In 1995, STC began offering courses via distance education to provide flexible educational opportunities to students who prefer to take courses off-campus either through video-based or interactive two-way video.

Historical Overview continued ...

In fall 1997, the College opened a new satellite location, the Duncan Center, located off Highway 290 at Commerce Park in western Spartanburg County. Designed to offer both curriculum and continuing education classes to individuals and business/industry in the area, the Duncan Center offers evening courses to accommodate busy work schedules. In September 1999, the Duncan Center was dedicated and renamed the Spartanburg Technical College BMW Center.

In 1999, the administrative building boardroom was named the Dr. Benjamin D. Snoddy Conference Room in appreciation of Dr. Snoddy's service to the College. On September 15, 1999, the College broke ground for a new, state-of-the-art health sciences facility, the first construction project at the College in more than 20 years. The Health Sciences Building was completed and open for classes summer 2001. The 70,000 square-foot facility house classrooms, labs and faculty offices for all health-related programs at STC and will allow for expansion of current programs and development of new offerings.

In 2001, the STC distance learning department offered its first two online courses. Experiencing tremendous growth and success, today the STC online offerings now include over 40 different courses, representing many different academic areas each semester.

STC broke ground for the new student services facility on August 9, 2001, with a dedication ceremony and open house being held on October 30, 2003. The new 60,000 square-foot facility, named The Dan L. Terhune Student Services Building in honor of STC's president, consolidates all student services in one location. Administrative offices are also located within the building. Renovation to the East Building also began at this time, which includes a 10,000 square-foot addition that houses the Rita Allison Tutorial Learning Center and the Academic Advising Center.

With the support of Cherokee County businesses, industries and government agencies, the College is in the beginning phases of developing a 60-acre campus in Cherokee County. In fall 2004, STC welcomed the Associate Degree Nursing (ADN) Program to meet the growing health care needs of the service area.

Spartanburg County Commission for Technical Education Chairpersons

Tracy J. Gaines	1961-1969
James P. Ledbetter, Jr.	1969-1983
Charles R. Sanders	1983-1993
Benjamin D. Snoddy	1993-2001
Hubert C. Dobson	2001-present

Spartanburg Technical College Education Center Directors

P. Dan Hull	1961-1970
Joe D. Gault	1970-1974

Spartanburg Technical College Presidents

Joe D. Gault	1974-1985
Jack A. Powers	1985-1996
Dan L. Terhune	1996-present

The Continuing Education Division

The Continuing Education Division at Spartanburg Technical College provides non-credit training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses.

Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

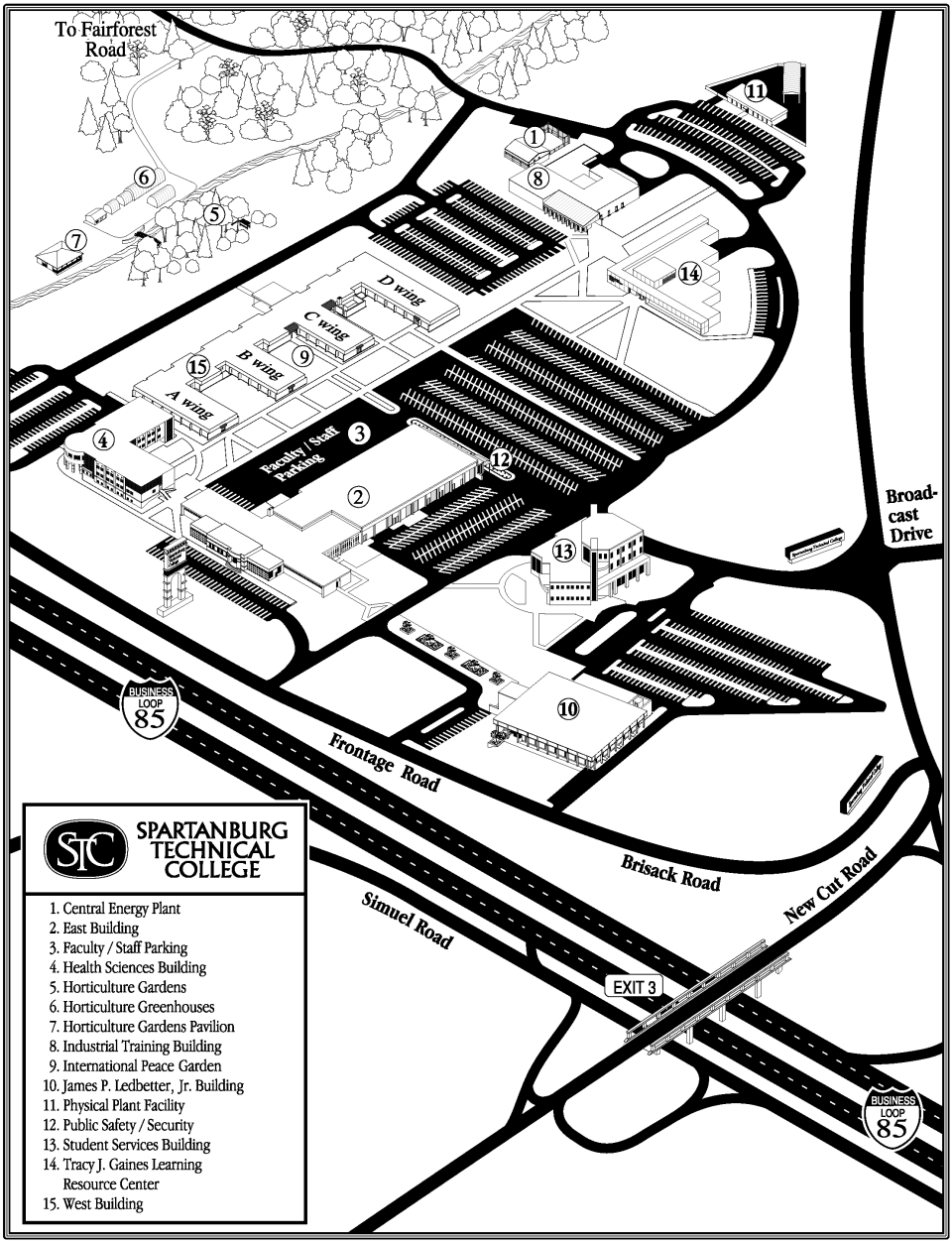
Student learning is the focus of the Continuing Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

The Spartanburg Technical College Foundation

The Spartanburg Technical College Foundation's purpose is to provide support for the advancement of the College's mission. The STC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement requirements. Additional support is provided to the College through equipment loans, gifts of supplies, and other in-kind services. The Foundation may also provide real property in support of campus growth needs.

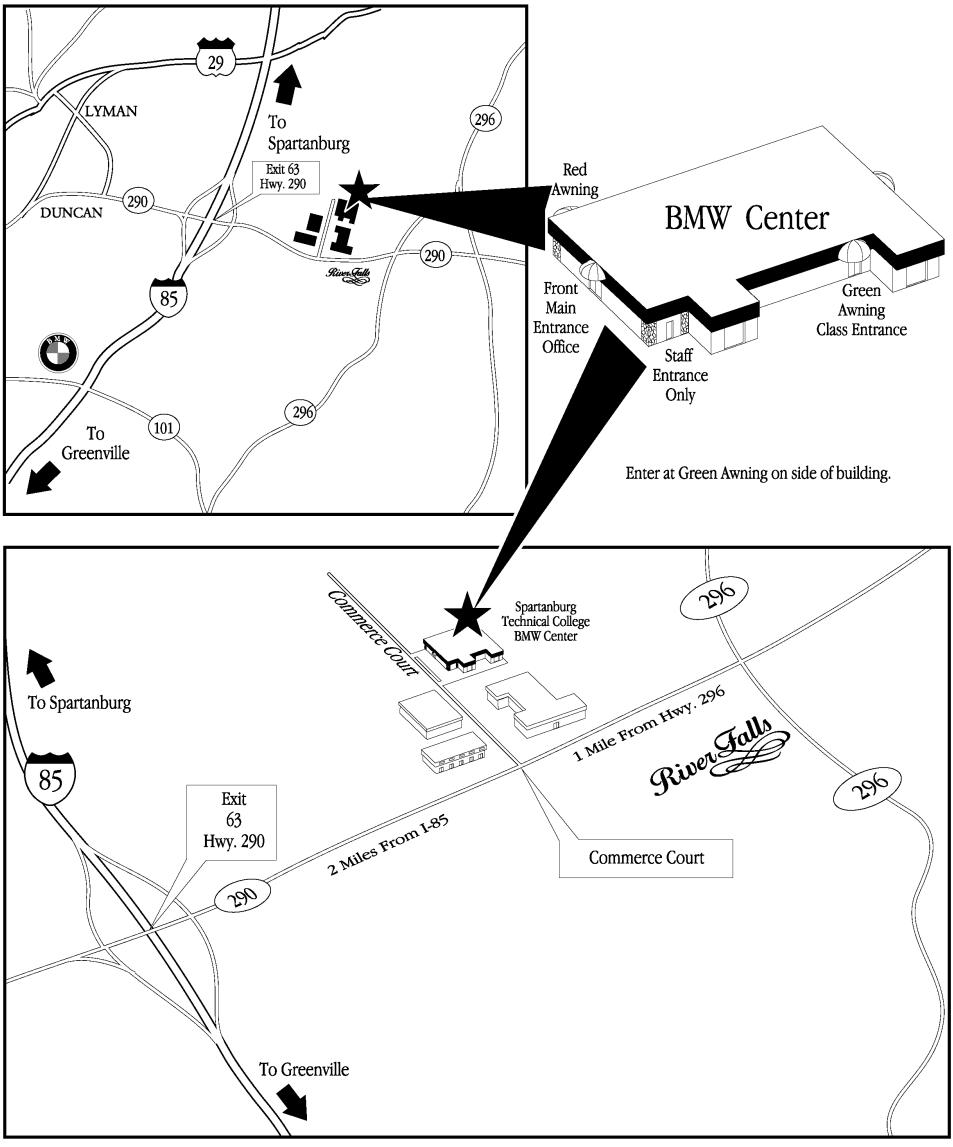
As a 501(c)(3) tax-exempt organization under the Internal Revenue Code, the STC Foundation seeks and accepts gifts and contributions to support the College's mission. Over the last eight years the Foundation has provided Spartanburg Technical College with more than $5.3 million for student scholarships, faculty and staff development, and curriculum equipment improvements.

Map of Spartanburg Technical College



Map of the Spartanburg Technical College BMW Center

210 Commerce Court
Duncan, S.C. 29334
BMW Center (864)433-0955
STC Continuing Education Division (864)591-3900



Admissions & Financial Aid

Admissions Policies

The South Carolina Technical Education System operates 16 open admission colleges as required by Act 654 of the Code of Laws of South Carolina. Consistent with the statutory requirements, the Technical Education System makes every effort to minimize geographic, financial and scholastic barriers to the kinds of postsecondary programs and services offered through the technical colleges.

The Technical Education System accepts the responsibility to produce technicians who are competent to meet the assessed needs of South Carolina business and industry and to assist individuals in achieving educational and occupational objectives consistent with their potential.

Open admission is a practice that admits all citizens who can benefit from available learning opportunities. It places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.

Admission to specific programs requires that applicants have appropriate preparation as measured by satisfactory skill assessment scores and/or prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on assessment score requirements, including those unique to each of the College's divisions, is available in the admissions office. Required preparatory course work may extend the length of time necessary for program completion.

Applicants who are at least 18 years old but have not earned a high school diploma or the equivalent may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into certificate programs in Welding; Machine Tool Technology, or Heating, Ventilation, Air Conditioning and Refrigeration Technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Enrollment will be based on concurrent/continuing participation in adult education classes. A GED or high school diploma must be obtained before a student can apply to graduate from a program. Applicants less than 18 years old must have earned a high school diploma or the equivalent. The College recognizes the tests of General Educational Development (GED) as an approved equivalent to the high school diploma. A passing score on the South Carolina GED or on the military GED is required for programs requiring a high school equivalency. Applicants who do not meet these requirements but wish to take curriculum courses should make request for special admission to the vice president of student affairs. (Refer to Special Admissions Procedures on pages 25-27, 107-109.)

Admissions Procedures

Anyone wishing to enroll in a regular program at STC must
1) complete a formal application for admission (valid for one year)
2) complete ASSET or COMPASS skills assessment for placement in classes. ACT and SAT scores that meet the minimum college requirement are accepted in lieu of placement testing
3) submit all high school and college transcripts
4) be officially accepted to the College

Application Deadline

Apply for admission as early as possible because the demand for some programs exceeds the number of openings. In order to assure proper processing of application and registration materials and to allow for student counseling, advising, and orientation, applicants should apply at least four weeks prior to registration.

Exemption Policy

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College in order to receive a degree, diploma or certificate from Spartanburg Technical College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report in order to award credit.

Articulation (Technical Advanced Placement, TAP)

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department head or counselor or the College program department head. The program department head must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)
Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Technical College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. STC does not give credit for CLEP general examinations.

Credit by Examination
Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department head to discuss eligibility. The program department head will provide the proper authorization form and refer the student to the subject-area department. The department head of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the business office. The student must present the authorization form and the receipt to the subject-area department head.

Experiential Learning
Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. Students seeking credit for experiential learning should contact their program department heads who will determine the students eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department head determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning. Spartanburg Technical College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College's Continuing Education Division may apply for college credit through experiential learning. Students should contact the Continuing Education Division for information and a list of qualified courses.

Mixed Enrollment Courses
Spartanburg Technical College may choose to enroll both credit and continuing education students in the same course. Please contact the continuing education office for additional information if you are enrolling in a credit course as a continuing education student.

Service Members Opportunity Colleges (SOC)
Spartanburg Technical College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Professional Certifications
Students may receive exemption credit for professional certification. For each professional certification, the appropriate department head will determine the STC course equivalencies and corresponding certifications required for credit. The student should notify the department head of the program to which the exemption credit is to be applied upon enrolling at STC. The student must submit his/her original professional certification to the appropriate department head. The department head will complete the authorization form, attach a photocopy of the certification or credential, and submit it to the records office.

Fees
No fee is charged to post credits to the transcript for Advanced Placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Technical College and pay 50 percent of the tuition rate charged for in-county residents per course per credit hour. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified continuing education courses at the College may apply for experiential learning credit and pay a $20 processing fee.

Verification of High School Graduation/GED

Applicants must submit an official copy of a high school transcript or GED scores. Applicants for health sciences programs must submit either a high school or college transcript to verify completion of prerequisite courses. (Refer to health and human services technology section, page 112-113 for prerequisite courses.) Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent, provided they submit an official college transcript to verify the highest degree earned. All documents submitted become the permanent property of Spartanburg Technical College.

Skills Assessments

Applicants are required to take one of Spartanburg Technical College's skills assessments, the American College Testing program's ASSET or COMPASS, unless determined exempt as indicated below. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET or COMPASS scores. Applicants with previous college credit (including credit from Spartanburg Technical College) may exempt all or a portion of the ASSET or COMPASS assessment based on the following criteria upon presentation of an official transcript:

Exemption from ASSET/COMPASS Writing Skills, Reading Skills, Numerical Skills -
Student has earned credits from an accredited postsecondary institution. The credits must include courses in college-level English, reading, or

reading-based courses and math with grades of "C" or better. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET/COMPASS scores.

Exemption from ASSET/COMPASS Algebra Skills -
Student has taken an algebra course at an accredited postsecondary institution and earned a grade of "C" or better. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET/COMPASS scores.

Meeting with Admissions Counselor

Every applicant is required to meet with an admissions counselor prior to official acceptance to the College to review the results of the academic skills assessment (ASSET or COMPASS) and to discuss campus resources and services.

Student Status

Former STC students applying to the same program- Enter under the current catalog and submit a new application if the break in attendance has been three or more consecutive terms (including summer term).

Former STC students applying to enroll in a new program - Complete an application to the College.

Currently enrolled students applying to a new program - Complete an application for admission to indicate new program of study.

Transferring Credits to STC

Students who have earned credits from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

1. An official transcript reflecting credits from the granting institution must be on file at STC.
2. Acceptance of transfer credit is determined by the dean of enrollment management in cooperation with the appropriate department head. STC normally accepts transfer credits only from accredited colleges (i.e., those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis.
3. Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program.
4. Students must have earned a grade of "C" or better in courses presented for transfer credit evaluation.

Statewide Agreement on Transfer and Articulation (Revised 10/2002)

Preface

On May 2, 1996. the Commission of Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in

the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commissions's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the address listed on the Home Page.

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina As Mandated by ACT 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation

developed from the report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two-to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admission Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August, a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission to both the institution and, if more selective, requirements for admission to particular programs.

B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Institutional procedures used to calculate students applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address and e-mail address.

H. Institutional policies related to "academic bankruptcy" (i.e. removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit

earned in the interim elsewhere is done without regard to the student's earlier record.

I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
- Business Administration: Established curriculum block of 46-51 semester hours
- Engineering: Established curriculum block of 33 semester hours
- Science and Mathematics: Established curriculum block of 51-53 semester hours
- Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the arts, humanities and social sciences or the math and science transfer blocks, as relevant, to assure transferability of coursework.
- Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate

completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

(For complete texts and information about these statewide transfer blocks/agreements, see **Appendix B**.)

6. Any "unique" academic program not specifically or by extension covered by one of these statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the arts/social science/humanities or the science/mathematics block. The institution at which such programs is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an associate of arts or associate of science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities transfer block or the Math/Science transfer block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two-and four-year institutions.

9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the appendices of the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:

A. A copy of this entire document

B. A copy of the institution's transfer guide

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its Internet website:

A. A copy of this entire document.

B. Provide to the Commission staff in format suitable for placing on the Commission's home website, a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

A. Publish these procedures in their entirety (except Appendices)

B. Designate a chief transfer officer at the institution who will:

-provide information and other appropriate support for students considering transfer and recent transfers

-serve as clearinghouse for information on issues of transfer in the state of South Carolina

-provide definitive institutional rulings on transfer questions for the institution's students under these procedures

-work closely with feeder institutions to assure ease in transfer for their students

C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant

D. Refer interested parties to the institutional Transfer Guide

E. Refer interested parties to the Institutional and Commission on Higher Education's website for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical college, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

Appendix A

Statewide Articulation Agreement: Technical College Courses Transferable to Senior Institutions

ACC 101	**Accounting Principles I**
ACC 102	**Accounting Principles II**
ANT 101	*General Anthropology*
ART 101	**History and Appreciation of Art**
ART 105	*Film as Art*
AST 101	*Solar System Astronomy*
AST 102	*Stellar Astronomy*
BIO 101	**Biological Science I**
BIO 102	**Biological Science II**
BIO 210	**Anatomy and Physiology I**
BIO 211	**Anatomy and Physiology II**
BIO 225	**Microbiology**
CHM 110	**College Chemistry I**
CHM 111	**College Chemistry II**
CHM 112	*College Chemistry II*
CHM 211	**Organic Chemistry I**
CHM 212	**Organic Chemistry II**
ECO 210	**Macroeconomics**
ECO 211	**Microeconomics**
ENG 101	**English Composition I**
ENG 102	**English Composition II**
ENG 201	**American Literature I**
ENG 202	**American Literature II**
ENG 203	*American Literature Survey*
ENG 205	**English Literature I**
ENG 206	**English Literature II**
ENG 208	**World Literature I**
ENG 209	**World Literature II**
ENG 214	*Fiction*
ENG 218	*Drama*
ENG 222	*Poetry*
ENG 230	*Women in Literature*
ENG 236	**African American Literature**
ENG 260	**Advanced Technical Communications**
FRE 101	**Elementary French I**
FRE 102	**Elementary French II**
FRE 201	**Intermediate French I**
FRE 202	**Intermediate French II**
GEO 101	**Introduction to Geography**
GEO 102	**World Geography**
GER 101	**Elementary German I**
GER 102	**Elementary German II**
HIS 101	**Western Civilization to 1689**
HIS 102	**Western Civilization Post 1689**
HIS 201	**American History Discovery to 1877**
HIS 202	**American History: 1877 to present**
MAT 110	**College Algebra**
MAT 111	**College Trigonometry**
MAT 120	**Probability and Statistics**
MAT 122	*Finite College Math*
MAT 130	**Elementary Calculus**
MAT 140	**Analytical Geometry & Calculus I**
MAT 141	**Analytical Geometry & Calculus II**
MAT 240	**Analytical Geometry I & Calculus III**
MAT 242	*Differential Equations*
MUS 105	**Music Appreciation**
PHI 101	**Introduction to Philosophy**
PHI 105	*Introduction to Logic*
PHI 106	*Logic II Inductive Reasoning*
PHI 110	**Ethics**
PHI 115	*Contemporary Moral Issues*
PHY 201	**Physics I**
PHY 202	**Physics II**
PHY 221	**University Physics I**
PHY 222	**University Physics II**
PHY 223	*University Physics III*
PSC 201	**American Government**
PSC 215	*State and Local Government*
PSY 201	**Introduction to Psychology**
PSY 203	**Human Growth & Development**

PSY 208	*Human Sexuality*	*SOC 235*	*Thanatology*
PSY 212	**Abnormal Psychology**	**SPA 101**	**Elementary Spanish I**
SOC 101	**Introduction to Sociology**	**SPA 102**	**Elementary Spanish II**
SOC 102	*Marriage and the Family*	**SPA 201**	**Intermediate Spanish I**
SOC 205	*Social Problems*	**SPA 202**	**Intermediate Spanish II**
SOC 206	*Social Psychology*	**SPC 205**	**Public Speaking**
SOC 210	*Juvenile Delinquency*	*SPC 210*	*Oral Interpretation of Literature*
SOC 220	*Sociology and the Family*	**THE 101**	**Introduction to Theater**

Spartanburg Technical College courses are shown in **bold**. State approved transfer courses not currently listed in the STC catalog are shown in *italics*. (Revised 9-02.)

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses to all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Special Admissions Procedures

Admission of Special Applicants Program (ASAP)

Any adult over the age of 18 may enroll as an ASAP student on a space available basis by submitting an ASAP application. An applicant under the age of 18 must be a high school graduate (or equivalent) unless applying as an early admission student (see early admission section). ASAP students are not eligible for VA benefits or financial aid.

ASAP applicants desiring to take technology courses may exempt ASSET or COMPASS assessment if approval is received from the department head of the technology program to which the course belongs. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of ASSET or COMPASS, unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met.

Applicants whose educational goal is to transfer credits to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science Program and complete ASSET or COMPASS assessment or submit acceptable SAT or ACT scores.

ASAP applicants may complete up 15 semester credits prior to fulfilling regular admissions requirements. If an ASAP student decides to enroll in a regular STC program, all admissions requirements must be met: complete a formal application for admission, complete ASSET or COMPASS assessment or submit SAT or ACT scores, submit all high school and college transcripts, and be officially accepted by an admissions counselor.

Dual Enrollment Program

The Dual Enrollment Program provides an opportunity for high school students to enroll in college courses offered by Spartanburg Technical College prior to high school graduation. Courses are offered in both general education and technical areas and will apply towards many of the programs of study at STC. Dual enrollment courses are taken at the high school and/or career center. Successfully completed dual enrollment courses may be transferred to any of the 16 technical colleges within the South Carolina Technical College System.

Early Admission

Applicants attending high school who desire to begin their postsecondary educational experience prior to high school graduation may enroll as early admission students. Completion of courses under early admission does not constitute acceptance into a technical program or waiver of any admission requirements for later admission to a degree, diploma, or certificate program. The student may complete a maximum of 15 semester hours prior to graduation from high school.

All credits earned through early admissions are applicable to the appropriate STC program following high school graduation (if such credits are parallel to program requirements and approved by the department head). The credits earned by early admission students may be transferred at the discretion of the receiving institution.

STC grants high school students early admission status on the following basis:

1. The student must submit written permission from the high school principal and parent or guardian.
2. The student must submit an application for admission.
3. The student may be required to complete all/or a portion of the ASSET or COMPASS assessment depending upon courses to be taken or submit acceptble SAT or ACT scores.

The Attend College Early Program (ACE) is a special early admission program designed for high school seniors whose goal is a four-year degree. The courses offered in the ACE Program are college transfer courses that are part of the existing two-year transfer program. Students in the ACE Program must meet the same admission requirements as other early admission students.

Health and Human Services Division

Refer to the Health and Human Services Division section, for detailed information on special admissions procedures for this division.

Re-Admission to the College:

Students who do not attend the College for three consecutive terms (including summer) and who wish to reapply to the same program re-enter under current program guidelines. These guidelines may affect the applicability of completed credits to the program and the total credits needed for program completion.

In addition to the procedures listed above for re-admission to the College, the following general guidelines apply to students re-entering health and human

services programs. Specific guidelines are outlined in the program handbook.

1. Update file in admissions; make an appointment and meet with the Health and Human Services Division counselor.
2. Update health form and background / records check (if applicable to program).

Transient Students-Admissions Requirements

Students enrolled at other colleges and who wish to take courses at Spartanburg Technical College for the purpose of transferring may do so by submitting an application for admissions. It is the responsibility of the student to determine if the courses at Spartanburg Technical College will transfer to the primary college. If a transient form or a college transcript is not submitted, the student will be required to take the appropriate part of the placement assessment.

Foreign Students

Any applicant who requests a student visa, transfers from another college under a student visa, or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as a foreign student.

Foreign students must complete the regular admissions requirements at least three months prior to enrollment. In addition, foreign applicants must submit the following:

1. A medical report
2. An official English translation of secondary and postsecondary records and transcripts.
3. A score report from the Test of English as a Foreign Language (TOEFL) with a minimum score of 450 (paper-based exam) or a score of 133 (computer-based exam).
4. A completed financial and information form. (Contact the foreign advisor for a copy of the form.)
5. A tuition deposit of $5,490 to cover tuition costs for two semesters .

An I-20 will be completed after the applicant completes the above requirements. Foreign applicants approved by SEVIS will be issued a F-1 Visa.

Financial Aid

Operating Principles

Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, STC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

How to Apply

To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the *Free Application for Federal Student Aid (FAFSA)*. Financial aid is not automatically renewable. **The priority deadline is May 1,** and the process generally takes between four and six weeks. If you would like to speed the processing of your FAFSA, you may want to explore applying over the Web instead of mailing the FAFSA. The address for FAFSA on the web is www.fafsa.ed.gov. You and your parent (if dependent) should apply for a PIN at www.pin.ed.gov prior to starting FAFSA on the Web so that you may sign your application electronically. STC's Title IV school code is 003994.

The FAFSA must be completed once per year and covers the full academic year (fall, spring and summer semesters). A good reminder that it is time to complete a new form is the submission of an income tax return. Once the FAFSA is submitted, the student receives a Student Aid Report (SAR). The student should review the information on the SAR to verify that it is correct.

Determination of Financial Need

STC's financial aid programs assist students who have financial need as determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total cost of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2005-2006 follow.

Spartanburg County Resident:	*With Parent*	*All Others*
Tuition/Fees	$2,902	$2,902
Books/Supplies	$900	$900
Room/Board	$1,900	$4,578
Personal	$2,484	$2,484
Transportation	$1,521	$1,521
Total	$9,707	$12,385

*Out-of-County Resident**	*With Parent*	*All Others*
Tuition/Fees	$3,618	$3,618
Books/Supplies	$900	$900
Room/Board	$1,900	$4,578
Personal	$2,484	$2,484
Transportation	$3,550	$3,550
Total	$12,452	$15,130

**Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change each year.*

Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student
- Have a high school diploma or GED (STC does not disburse aid to students under the ability-to-benefit regulations)
- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Stafford loans)
- Be registered with the Selective Service (males only)
- Not be in default on a Title IV student loan borrowed for attendance at any institution
- Not have borrowed in excess of Title IV loan limits
- Not owe a repayment on a Title IV grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide a valid social security number

Eligible Programs/Courses and Enrollment Status

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED), continuing education courses and courses taken by ASAP students are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. A student is paid only for those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The amount in the original award letter is based on full-time enrollment for the academic year. A student who is not full-time will have his or her award prorated based on the actual hours enrolled. A student's enrollment status is determined at the end of the add/drop period each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status at the end of the add/drop period. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours.

How A Student Receives Assistance

A student who applies in time and is eligible will have his or her direct educational expenses of tuition, books and supplies deducted from the assistance that has been awarded (excluding Federal Work Study awards). Funds available after these expenses have been paid will be disbursed by the business office.

Students who receive a federal work study award and obtain employment through this program are paid once a month.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Technical College must request a duplicate student aid report (SAR) if the results of the FAFSA have not been released to STC. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school. A student who enters STC with a degree from another college must submit to the financial aid office a copy of his or her high school diploma or GED.

Satisfactory Academic Progress

Students receiving financial assistance through a federal program or South Carolina Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

Academic Standards

The minimum credit hour completion rate requires students to earn at least 67 percent of the cumulative hours attempted. Courses with grades F, W, WF and I are not considered completed courses.

Students are also required to maintain a grade point average (GPA) as defined by the College in the academic standards of progress (refer to the academic procedures section of this catalog).

Length of Eligibility

A student may receive financial aid for 1.5 times the published length of the program of study, provided that the student meets the academic standards outlined in this policy. Transfer hours are added to the total hours attempted at Spartanburg Technical College to assess the length of eligibility. A student may repeat a course but repetitions will count toward the length of eligibility. Once the maximum number of hours is attempted, the student is placed on financial aid suspension.

Program Changes
A student is allowed two program of study changes before completing a degree, diploma or certificate. If, after the second program of study change, the student's cumulative grade point average (GPA) is below 2.0, he or she is suspended from receiving financial aid.

Probation
The minimum credit hour completion rate and the GPA standard is assessed at the end of each term. If a student does not make the minimum grade point average and / or complete the minimum number of credit hours required, the student is placed on financial aid probation for the next term of attendance. Financial aid eligibility continues during the probationary term; however, eligibility for a Federal Stafford Loan will be reviewed. Continued eligibility for aid is determined at the end of the probationary term. To remain eligible after the probationary period, the student must take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA.

If the student meets the probationary standards, is not on academic probation, and has a completion rate of at least 67 percent of the cumulative hours attempted, the student will be removed from financial aid probation and must continue to meet the academic standards of this policy.

If the student meets these requirements and the GPA is such that the student remains on *academic* probation, the student will continue on financial aid probation and must continue to take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. The student will be removed from financial aid probation once the GPA is within the academic standards of progress required by the program and the completion rate is at least 67 percent of the cumulative hours attempted.

If the student meets the probationary standards, is not on academic probation, and has a completion rate that is *less* than 67 percent of the cumulative hours attempted, the student will continue on financial aid probation and must continue to take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. The student will be removed from financial aid probation once the GPA is within the academic standards of progress required by the program and the completion rate is at least 67 percent of the cumulative hours attempted.

Suspension
Any student on probation who fails to meet the probationary standards during the probationary term is subject to financial aid suspension. To re-establish eligibility a student must submit and have an approved appeal *after* completing a term at Spartanburg Technical College without financial assistance. During that term the student attends without financial assistance, he or she must take at least 6 credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. Exceptions to this policy will be allowed only if the student encountered some type of extenuating circumstance *during the probationary term* that hindered him or

her from meeting the probationary stipulations. Examples of acceptable extenuating circumstances include: prolonged hospitalization during the probationary term, death in the family during the probationary term or change in work hours that conflicted with the class schedule during the probationary term. Because students are aware prior to the probationary term that they must meet the probationary stipulations, extenuating circumstances *do not* include being a single parent or working full-time while attending school. Therefore, students placed on probation are advised to solve their difficulties prior to registering for the probationary term.

A student who has attempted the maximum number of credit hours allowed for the program of study or has exceeded the allowed number of program changes is placed on financial aid suspension.

Each student is notified in writing when placed on probation or suspension. A student on academic probation who is allowed to return is not automatically eligible for financial aid.

Appeals

Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee. The number of appeals will be limited to two (2) per student. Forms may be obtained from the financial aid office. If the committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility. The types of aid for which eligibility is extended may be determined by the Committee.

A student who is appealing because the length of eligibility has been exhausted or because of the number of program changes should obtain from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the student's appeal.

Any student who is academically suspended must be readmitted to the College and eligible to register before any appeal will be allowed.

A student whose appeal is denied by the Financial Aid Appeals Review Committee may appeal to the vice president of student affairs. The student must submit an appeal to the office of student affairs within five working days of receipt of the denial letter. Failure to do so terminates the student's right to the appeal process.

Transitional Studies

Students enrolled in eligible programs may receive financial aid while taking required transitional studies courses. A financial aid recipient may receive aid for a maximum of 30 transitional studies credit hours. Transitional studies courses will count toward the length of eligibility.

Sources of Financial Aid

Federal Pell Grant

The Federal Pell Grant is a student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the student's resources and determined by a formula developed by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is a student aid program from which students may obtain up to $4,000 each year depending on their financial need, the availability of FSEOG funds at STC and the amount of other aid received.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs for eligible students. Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and an application for federal work study.

South Carolina Need-Based-Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial aid assistance to South Carolina's neediest students. The maximum award is $2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during these semesters. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during these semesters. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during these semesters. Credits earned in the summer semester cannot be used to replace or reduce the minimum credit hour requirement during any fall and spring semester. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a cumulative GPA of at least 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA) each year *and* their financial aid while SCNBG funds are still available.

Federal Stafford Loans

The Federal Stafford Loan is a low interest college loan made by a lender. This loan is insured by either the federal government or a state guarantee agency. The interest rate is variable. This loan has a six-month grace period before repayment begins. First-time freshman borrowers are ineligible to receive their first payment until 30 days after classes begin. To determine eligibility, students must complete the FAFSA, a master promissory note for Federal Stafford Loans and a Stafford Loan request.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is certified, the student must attend an entrance loan counseling session, and upon graduation or ceasing to be enrolled at least half-time, the student must attend an exit loan counseling session.

Students on financial aid probation, students with an approved appeal and students who have previously defaulted on a Stafford Loan will be reviewed individually to determine eligibility for a loan. Credit checks will be made by the lender. Students must be enrolled in at least six hours of non-remedial coursework to receive a loan. Students with an aggregate loan debt exceeding $5,000 will be required to meet with a counselor to discuss other possible sources of financial aid.

Palmetto Assistance Loan (PAL)

The Palmetto Assistance Loan is a private, education loan made by the S.C. Student Loan Corporation and requires a credit worthy cosigner unless the student is credit worthy and at least 24 years old. The interest rate is the prime rate and is adjusted quarterly. Any unpaid interest that accrues while the student is in school will be capitalized and added to the principal balance when the student enters repayment. This loan has a six-month grace period before repayment begins. To determine eligibility, students must first complete the FAFSA and be ineligible to borrow at STC under the Federal Stafford Loan program and then complete the PAL pre-approval process online at www.scstudentloan.org.

Students must be meeting the College's satisfactory academic progress policy, be enrolled in an eligible program and be enrolled in at least six credit hours to receive this loan. The financial aid office will counsel students as to the type of loan for which they are eligible and as to the amount they may borrow.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. To be eligible, a **first-time freshman** must have earned a minimum of a 3.0 high school cumulative grade point average on a 4.0 scale; have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; enroll as a full-time student (minimum of 12 non-remedial credit hours per semester) in a degree, diploma, or certificate program that meets the U.S. Department of Education's Title IV regulations; and submit the final, official high school transcript to the STC admissions office.

A **continuing student** may gain eligibility by earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution (whether or not enrollment was continuous) and by achieving a minimum cumulative, collegiate GPA of 3.0. A continuing student must have earned a GED diploma or have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma, or certificate program that meets the U.S. Department of Education's Title IV regulations. If a student has attended another post-secondary institution, official transcript(s) from each institution attended must be submitted to the STC admissions office.

A **transfer student** must have earned at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous and must have achieved a minimum cumulative, collegiate GPA of 3.0. A transfer student must have earned a GED diploma or have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma, or certificate program that meets the U.S. Department of Education's Title IV regulations. An official transcript(s) from each post-secondary institution attended must be submitted to the STC admissions office.

To have the scholarship **renewed** for a second academic year, the student must:
- earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester), and
- achieve a minimum cumulative, collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester), and
- have terms of eligibility remaining.

A student may receive the LIFE scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional) courses. Zero level, 100 level, and COL 101 are considered remedial courses. A student who must take remedial

classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credit hours. The student may defer the LIFE Scholarship for up to 1 year because of remediation. A student receiving a Palmetto Fellow Scholarship is not eligible for a LIFE scholarship. A student receiving a LIFE Scholarship is not eligible for Lottery Tuition Assistance. A student must sign a certification form each year, and award letters are mailed by mid-July for the following academic year. Questions about eligibility for the LIFE Scholarship should be directed to the LIFE Scholarship Coordinator in the financial aid office.

Funding for the LIFE Scholarship program is contingent upon State approval each year. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

Lottery Tuition Assistance Program

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be **awarded** Lottery Tuition Assistance, students must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition and have been a South Carolina resident for at least one year; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls; students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum 2.0 cumulative GPA prior to the fall semester of an academic year. A student cannot receive Lottery Tuition Assistance for more than one certificate, diploma or degree earned since the fall 2002 semester.

The amount students can **use** toward tuition and fee charges is based on the amount of these charges remaining on the account *after* Federal Pell Grant, FSEOG, or S.C. Need Based Grant has transmitted to their accounts. If a sponsor or employer will pay tuition and fee charges, or if a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the Lottery Tuition Assistance award. The Lottery Tuition Assistance award will be credited to an account before any STC scholarship, outside scholarship, or Federal Stafford Loan award(s) so that students can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies, or be disbursed to the student by check.

Funding for Lottery Tuition Assistance is contingent upon State approval each semester. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

Scholarships

All academic scholarships are administered through the Spartanburg Technical College Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Technical College Scholarship Committee (except in the case where an established set of guidelines provide for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College's website. More information about scholarships can be found in a financial aid brochure (available in the financial aid office or online) or on the College's website at www.stcsc.edu.

Other Assistance

Technical Scholars / Health Scholars

Students applying for these sponsorships must meet the following requirements:

- be fully accepted into an appropriate business, industrial or health and human services or engineering technology associate degree program,
- meet scholars application criteria,
- agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical Scholars or Health Scholars should contact the STC admissions office.

Students with Disabilities

Several departments disseminate information and provide services to students with disabilities. These departments include but are not limited to the Student Disability Services and the Success Network.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for scholarships from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or from the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4317 or (803) 255-4256.

AIM Center

This program provides personal and career counseling and financial assistance for books, child care and transportation to students who are economically disadvantaged, single parents, displaced homemakers, single pregnant women, individuals with disabilities or enrolled in non-traditional programs, or have limited English proficiency.

Veterans' Assistance

Spartanburg Technical College is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: VEAP (Chapter 32), Non-Contributory VEAP (Section 903), New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), and Vocational Rehabilitation (Chapter 31).

The veterans affairs (VA) office coordinates services for VA students, active duty service personnel and eligible dependents. Students who are eligible for VA benefits should consult the veterans affairs office.

Academic Requirements

Information on academic progress, withdrawal reporting procedures, refunds and attendance is available from the veterans affairs office. Students who receive VA educational benefits and transfer to STC from another institution are required to submit to the STC admissions office an official transcript from all institutions previously attended.

Address Changes

VA students must notify the veterans affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses at the time of registration; however, they may request advanced payment of the first VA benefit check. To qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at STC and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Benefit Eligibility

VA students may receive benefits only for those courses that are included in the program of study as outlined in this catalog. Each program of study must be approved by the South Carolina State Approving Agency (SCSAA).

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Internet/Online and Video Courses

STC offers a variety of these course delivery methods within a certificate, diploma or degree program of study. These course delivery methods are listed in the semester course schedule and on the College's web site (www.stcsc.edu). STC expects students to participate in all instructional activities since these courses are

comparable to resident (traditional classroom) courses. STC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.

Each course delivery method must include
- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Prior Credit

VA students who have attended another college must submit all collegiate transcripts to the STC admissions office for evaluation even if transfer credit is not requested. Prior credit must be reported to VA by the end of the first semester of attendance. Periods of enrollment beyond the first semester cannot be certified with a pending issue of prior credit.

Program Changes

VA students who change programs must complete a change of program form in the VA Office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Tutorial Assistance for Veterans

VA students may receive monetary assistance from the VA to pay for a tutor, if one is required.

Drop/Withdrawal Notification

VA students must report course drops or withdrawals from the College to the veterans affairs office.

Notes

Services for Students

Advising Center

Services offered at STC's Advising Center include

- Academic advising for students starting zero-level transitional studies courses
- Guidance along academic and career paths commensurate with students' abilities, interest and values
- Help with determining short-term and long-term educational and career goals
- Career exploration information and information about the College's programs
- Assistance with course selection, scheduling, and long-term academic planning
- Information about the College's academic policies and procedures
- Orientation to college life to help students receive the maximum benefit from their college experience

AIM Center

The AIM Center provides personal and career counseling and financial assistance for books, child care, and transportation to both male and female students who are economically disadvantaged, have limited English proficiency, are single parents, displaced homemakers, single pregnant women, individuals with disabilities, or students enrolled in non-traditional programs. Waiting lists for financial assistance are maintained in the AIM Center office.

Bookstore

The Book Inn, located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:30a.m. - 6:30p.m. and Friday from 9:00a.m. - 1:00p.m. It is the purpose of the bookstore to provide the required text material and supplies to support the academic programs of the college. The college bookstore offers textbooks, school supplies, computer software, culinary and nursing uniforms, as well as a selection of greeting cards, college logo sports-wear, bookbags and gift items. For textbook prices, refund policies, program supply costs, and to order on-line, visit our website at www.stcsc.edu/BookInn.

The bookstore can special order textbooks (such as supplemental text) for students. Orders must be paid for in advance.

The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During College exam days, a representative is available in the bookstore to purchase textbooks from students, providing up to 50 percent of new textbook value.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in new condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt.* Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Electronic items returned for exchanged or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed diskette or CD packages are unopened.

Campus Safety and Security / Student-Right-To-Know

The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling / disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the STC website (www.stcsc.edu).

Career Planning and Placement

The career planning and placement office assists enrolled students and graduates in obtaining information about local manpower needs, making realistic vocational choices, and securing meaningful employment. The office links the College's academic and career programs to business and industry and facilitates the transition of students into the world of work. The career planning and placement office disseminates information about full-time, part-time, temporary and summer employment opportunities; provides a job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities; and maintains job listings for businesses, industries, government and educational institutions. The Cooperative Education Program, a learning approach that combines academic studies with work experience is related to a student's curriculum, is also coordinated by this office.

Counseling and Career Development

Counseling services offers career planning assistance to help students with this important life task. Professional counselors are available to all enrolled and prospective students to help them clarify life and career goals. Counselors provide individual career counseling opportunities for students. Various interest inventories, aptitude tests and other career planning instruments, including computerized career guidance and occupational information systems, are available to assist in the career planning process.

Distance Learning

Distance learning, located in the Tracy J. Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. These alternative formats include Internet, video and teleclass course offerings. Distance learning provides students with flexible options for where and when they work on their courses. Distance learning courses are included in the college course schedule, and the registration process is the same as for a regular course.

Each semester a variety of video and Internet courses are offered for students. Since many students have such busy schedules and lives, distance learning allows them

to take classes from home and work on them anytime. Students taking Internet and video classes should be self-motivated and organized.

Distance learning uses the course management software WebCT to offer many of its online courses and to supplement traditional courses. WebCT contains an internal communications system for each class, and provides students the ability to access course content from any computer with Internet access.

Distance learning also broadcasts college-level teleclasses to other technical colleges around the state.

For more information, call (864) 592-4899 or email dlinfo@stcsc.edu, or visit the distance learning website at http://dl.stcsc.edu.

Early Registration

Currently enrolled students may register for the next term approximately one month prior to the beginning of the term. Students are encouraged to meet with academic advisors during the early registration period to discuss career goals and academic progress and to schedule classes.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30 p.m. and 10:15 p.m. Monday through Thursday (hours may vary during the Summer Term). Most of the support services provided by the College are available to evening students. The academic programs available in the evening are indicated in the program descriptions of this catalog. Information on community interest and professional development courses is available through the Continuing Education Division.

Health Services

The College does not provide comprehensive health services. The police officers provide emergency first aid.

Housing Information

The College does not provide living accommodations for students. Students enrolled through the Cooperative Program for the Deaf and the Blind may contact that office for information about housing at the South Carolina School for the Deaf and Blind.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official upon request, which includes campus police officers.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes: $5,000–medical expenses; $1,500–accidental death; $1,500–dismemberment. Injuries should be reported to the public safety office within 48 hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library

The library, located in the Tracy J. Gaines Learning Resource Center, holds a collection of over 40,000 volumes including 5,000 audiovisual materials, 38,000 e-books and 273 periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection, Internet access, FirstSearch Reference Service, and a variety of online full-text databases.

The library's resources are further enhanced by online computer access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. The STC Library is a member of the South Carolina Information and Library Services Consortium and the South Carolina Library Network. The library holds an interlibrary loan membership in OCLC, the international library database.

Library orientations are available upon request for either individuals or groups. Reference services are provided in person, via e-mail and by telephone.

Books and the current issues of periodicals and newspapers are displayed on open shelving. Patrons may check out books and some videos from the general collection. The library features ample reading and conference space, as well as computers, a typewriter, video and audio equipment, and a self-service photocopying machine.

The library's normal hours of operation are:

- Monday - Thursday: 7:30 a.m. - 9 p.m.
- Friday: 7:30 a.m. - 1:30 p.m.
- Saturday: 9 a.m. - 1 p.m. (fall-spring terms only)
- Sunday: Closed

Orientation

The Student Affairs Division provides an orientation resources guide for all new students at the time of admission to the College. This publication is also available on the STC website at www.stcsc.edu.

Parking

Students must register their vehicles and display a current parking permit as directed. Permits are valid for one academic year.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

Release of Student Information

General

Spartanburg Technical College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

-Name
-Address
-Telephone listing
-Date and place of birth
-Level of education
-Academic major
-Degrees received
-The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

Students may request the copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. the College does not forward students' transcripts received from high schools and other colleges.

Students have the right to review their own official record and may question any inaccurate or misleading information and request correction or deletion of that data from their files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due precess procedures. If the student's request is denied by the hearing committee, he/she will be permitted to append a statement to the record in question, showing the basis for their disagreement with the denial. Such appendages will become a permanent part of the record.

Parents of a dependant student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954). Acceptable proof is the parents' most recent Federal Tax Return. This recent amendment to FERPA permits educational agencies and institutions to disclose-without the consent or knowledge of the student or parent-personally identifiable information form the student's educational records to the Attorney General of the United States or their designee.

Services to Students with Disabilities

Student Disability Services Center

This office acts as an advocate for students with disabilities who self identify and provide supporting documentation, ensuring that they have access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services, or support services are encouraged to inform their admissions counselor or contact the counselor for disability services as soon after registration as possible so that an accommodation plan can be developed.

Cooperative Program for the Deaf and the Blind

The Cooperative Program was established in 1986 through an agreement between Spartanburg Technical College and the South Carolina School for the Deaf and the Blind (SCSDB). The combined resources of both institutions ensure students receive comprehensive, quality support services that are necessary for equal access in all College programs.

Through the program, students may request interpreters, notetakers, Braille and reading services, assistive technology training and specialized advisement.

Housing on the SCSDB campus is available in Smith Hall, the adult living center. Smith Hall is equipped with assistive technology devices for both deaf and blind students and is accessible to persons with physical disabilities. Transportation to the College is available for students living on the SCSDB campus.

Student Activities

The student activities coordinator manages campus activities external to the classroom and serves as advisor to the student council and the campus newspaper, *The Tech Informer.* The coordinator is also the liaison between the College administration and student organizations. Clubs and organizations sponsor various activities throughout the year. The student council gives students an opportunity to develop their leadership potential. Student council-sponsored activities are designed to involve students in a variety of programs and community service projects.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the *Student Planner & Handbook.*

Success Network

The Success Network is a federally-funded student-support services program which provides counseling, assessment, tutoring in a variety of subject areas, and other special services for eligible students. The Success Network helps students to successfully complete their courses, develop interest and concern for their future, and be more aware of their potential. Student seminars provide information and activities to enhance students' academic achievement.

Testing Center

The Testing Center provides curriculum make-up and exemption-credit test proctoring for the convenience of students and faculty.

Tutorial Learning Center (TLC)

STC's Tutorial Learning Center (TLC) combines several support functions in a convenient, centralized location on the campus. Housed in the East Building, the TLC supports the College's curriculum offerings via one-on-one and group tutorials, computer-assisted instruction, CD-ROM, and video presentations in a variety of subject areas. Walk-ins are assisted on a first-come basis. To schedule a class visit for orientation to the TLC, call 592-4709 or 592-4715. The TLC provides tutoring in mathematics, English, accounting and the sciences. The TLC also supports a staffed, 45-station open computer lab for the use of students, faculty and staff, located in the East Building. Hours of operation are posted each semester.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available at the Book Inn (the campus bookstore) located in the Dan L. Terhune Student Services Building.

Notes

College Costs

College Costs

Tuition

Full-time Students (12 or more credit hours)

Spartanburg County Residents	$1,431 per semester
Out-of-County S.C. Residents	$1,789 per semester
Out-of-State Residents	$2,725 per semester
Out-of-Country Residents	$2,725 per semester

Part-time Students (fewer than 12 credit hours)

Spartanburg County Residents	$120 per credit hour
Out-of-County S.C. Residents	$150 per credit hour
Out-of-State Residents	$228 per credit hour
Out-of-Country Residents	$228 per credit hour

Fees

Enrollment Fee	$20 per semester

Tuition Waiver for Senior Citizens - South Carolina residents age 60 or over who are not employed full time may enroll at no charge on a space-available basis. The student must meet applicable prerequisites and is responsible for the purchase of books and supplies.

Fees and Expenses

Other fees -

- Credit by examination and/or experiential learning: One-half of the rate charged in-county students times the number of credit hours for the course.
- Returned checks: $25 per incident in addition to any fee charged by the bank
- Enrollment fee: A $20 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs such as application fee, transcript fee, graduation fee and parking permits. This fee is non-refundable.
- Payment Plan Administrative Fee (non-refundable): $30
- Payment Plan Late Fee: $50 per late payment

The Spartanburg County Commission for Technical Education may change tuition and fees without notice.

For an updated listing of current STC fees for full-time and part-time students, visit the STC website at www.stcs.edu.

Textbooks and Supplies

Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

Residency

For tuition and fee purposes, a resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the term for which resident status is sought.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of country tuition. Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the state for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the term for which payment of in-state fees is requested.

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled, and are employed full-time in South Carolina and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state (see Establishing the Requisite Intent to Become a South Carolina Domiciliary). The dependents of such persons are also eligible.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity, and who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

The initial determination of residency status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent term until the determination is successfully challenged. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Inquiries regarding residency requirements and determinations should be directed to the dean of enrollment management. International students are not considered residents of the state until they gain **permanent** resident status from Immigration and Naturalization Service.

Fee Payment

Payment Due

All tuition and fees are payable when due. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods

The College accepts cash, first-party checks, money orders, and cashier's checks for payment of all fees. Student may also charge fees to American Express, VISA, MasterCard and Discover.

Sponsorship

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan

Students that are taking 6 or more credit hours, have completed the financial aid application process and are eligible to receive either Pell or Lottery Assistance may apply for a tuition-only payment plan to cover tuition until their aid is approved. Students may obtain a loan application from their financial aid counselor.

Spartanburg Technical College's tuition payment plan requires a $30 non-refundable handling fee in advance, along with the first payment before the scheduled delete date. The remaining balance is payable in four payments on dates determined according to the academic calendar and included in the contract.

A $50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current.

Financial Aid

Awarded financial aid may be applied to the tuition and fee cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay the balance

by the due date. Any award balance not used for tuition and fees may be used in the Spartanburg Technical College Book Inn to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student by check . The check will be mailed.

Student Refund/Withdrawal/Federal Return of Funds

It is the policy of Spartanburg Technical College that students or sponsoring agencies/programs receive a fair and equitable refund of institutional charges if a student withdraws from the College or reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or a Federal Stafford Loan. Institutional charges are defined as all charges for tuition and fees, books, supplies, and required course materials purchased with federal financial assistance at the Book Inn.

I. Official Withdrawal

A student's withdrawal date is defined as the actual date the student began the College's official withdrawal process. To officially withdraw from the College, a student must contact the registrar's office and complete add/drop/withdrawal form requesting the withdrawal.

A federal financial aid recipient who does not officially withdraw from the College will be considered as having completed 50 percent of the semester for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy as outlined in Section II.

II. College Refund Policy

To receive a refund of institutional charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar's office. Institutional charges for a semester will be refunded at the following rate:

Fall Term and Spring Term

Refund Percent	Withdrawal or Net Reduction of Credit Hours
100%	1st - 5th calendar day of the term
75%	6th - 12th calendar day of the term
50%	13th - 19th calendar day of the term
0%	after the 19th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

1. WIA
2. Company Sponsorships
3. Technical/Health Scholars
4. Ford Asset
5. Tuition Waivers
6. VA Vocational Rehabilitation
7. S.C. Vocational Rehabilitation
8. AIM Center
9. Institutional Scholarships
10. Outside Scholarships
11. Other aid or assistance
12. Student

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Stafford Loans.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = Percent of unearned aid X the amount of federal financial aid disbursed

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government will be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Academic Procedures

Academic Policies

Academic Advising

Students enrolled in academic programs are advised by faculty and staff on matters of career choice, course selection and academic progress.

Academic Standards of Progress

A term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Academic Probation - The College places students on academic probation when their program grade point average (GPA) falls below the levels indicated in the chart below. Academic probation remains in effect until the minimum cumulative program GPA meets the GPA requirements for the credit hours attempted.

Associate Degree Programs

Credit Hours Attempted	Minimum GPA
0-18	1.4
19-36	1.6
37-45	1.8
over 45	2.0

Diploma or One-year Certificate Programs

Credit Hours Attempted	Minimum GPA
0-18	1.6
19-30	1.8
over 30	2.0

Less than One-year Certificates

Credit Hours Attempted	Minimum GPA
8-20	2.0

Some curriculum programs require that students earn a 2.0 GPA each term and/or achieve a "C" in each required course. Programs with additional academic requirements publish their requirements in the department handbook that is provided to students upon enrollment.

Academic Suspension

If a student fails to earn a 2.0 ("C" average) grade point average (GPA) during the term he or she is on academic probation, the student will be suspended from the College for the following term and notified in writing by the vice president of student affairs. Extenuating circumstances that are documented by student services may justify an extension of the probationary period. Students who have been on academic suspension must meet with an admissions counselor prior to readmission to the College. Students who remain on academic probation are subject to academic suspension again if they fail to maintain at least a 2.0 GPA.

Re-admission
Students on academic exclusion must meet with an admissions counselor. The counselor will contact the department head and division dean to secure approval for the student to be re-admitted. An admissions status report indicating that the student may be re-admitted will be forwarded to the faculty advisor by the counselor.

Add/Drop Period
The add / drop period is the first *five* instructional days of the fall, spring and full summer terms. The add / drop period for each of the short summer terms is the first three instructional days of that term. Students may add or drop courses without academic penalty. Courses dropped during the add / drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the instructor. The add / drop period for the summer mini-term sessions is the first three instructional days of the term.

Auditing a Course
Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add / drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

Class Attendance
Students are responsible for punctual and regular attendance in all classes, laboratories, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing work missed. Except in extenuating circumstances with approval by the division dean, instructors withdraw students from class when 80 percent attendance is not maintained. Some courses have more restrictive attendance policies as indicated in the course syllabus. Distance learning courses, including Internet and video courses, use alternative methods for recording and reporting acceptable attendance, which are described in the applicable course syllabi. If a student exceeds the allowable attendance, the instructor will withdraw the student and award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance. Students are tardy if not in class at the time the class is scheduled to begin. Tardy students are admitted to class at the discretion of the instructor. Course syllabi reflect attendance policies related to tardiness. Students are expected to remain in class until it is dismissed.

Absences for Religious Holidays
Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their

observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Withdrawal from Courses

Students who withdraw from a course after the add / drop period will receive a "W" or "WF" based upon academic standing on the last date of attendance as verified by the instructor of the course. Instructors withdraw students from class when the student exceeds the allowable absences as the course syllabus describes. The instructor will award a "W" or "WF" based upon the student's academic standing on the last date of attendance. Students receiving financial aid should contact the financial aid office prior to withdrawal from a course. Students may withdraw from a course at any time prior to the first day of exams.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department head or division dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department head or division dean.

Dean's List

To qualify for the dean's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C."

A grade of "I" or "WF" automatically excludes students from the dean's list.

Grades

Grading Policy

Course grades are final when filed by the instructors. A student may request a review of a grade if he or she believes the instructor erred in assigning the grade. The records office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following term.

Grading System

Spartanburg Technical College uses the following system of grades:

		Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
WF	Withdrawn Failing	0	Yes*	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

*Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

**An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term and the student has not exceeded the allowable absences. Students receiving "I" grades have until the end of the subsequent term to complete outstanding course work and receive a standard grade (A,B,C,D, F). Otherwise, the "I" grade is changed automatically to an "F". In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend past subsequent term.

Repeated Grade Policy

If a student repeats a course, the first grade will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Graduation

To be eligible for graduation from Spartanburg Technical College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.

5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Planner & Handbook*.)
6. Obtain graduation approval from the department head or division dean. Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas and certificates) are mailed to students who choose not to participate in graduation exercises.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses. In addition, Transitional Studies supports all students and faculty through the services of the Testing Center.

Basic Skills Courses

Transitional Studies Basic Skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

"Bridging" Courses

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of academic rigor than Basic Skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Pre-entry Courses

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these

entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Withdrawal from the College

A student who wishes to withdraw from the College (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department head or division dean. Students are responsible for requesting a refund if applicable at the time of withdrawal. Students receiving financial aid should refer to Student Refund/Withdrawal/Federal Return of Funds in the College Costs section of this catalog.

Notes

Arts and Sciences

Arts and Sciences Division Programs of Study

	Level	*Program Start*	*Minimum Program Length*	*Page No.*
Associate in Arts	Associate	Any	4 terms (day) 6 terms (evening)	67-68
Associate in Science	Associate	Any	4 terms (day) 6 terms (evening)	67-68
Horticulture Technology	Associate	Fall, Spring	2 fall + 2 spring (day)	69-70
Landscape Management	Certificate	Fall, Spring	4 terms (evening)	70-71
Landscape/Nursery Professional	Certificate	Any	4 terms (day)	71-72

Associate in Arts
Associate in Science
(University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description
The associate in arts and associate in science degrees are designed for students whose goal is a four-year degree. The AA (associate in arts) and AS (associate in science) programs provide students the freshman and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshman and sophomore years at a four-year college or university.

Professional Opportunities
The associate in arts degree requirements parallel the courses completed during the first two years of degrees in education, history, journalism, business administration, psychology, fine arts and social work. The associate in science degree requirements parallel course work in the sciences, mathematics, health fields, engineering and computer science.

Unique Aspects
Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. *Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university.* Students should meet with an academic advisor regularly to plan an academic schedule for their four-year degree goal.

Course Requirements for Associate in Arts

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Oral Communications	3
(preferred course depends upon transfer destination)	
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	
History	3
Math (transfer level)	3
Lab Science (transfer level)	8
Social/Behavioral Sciences	9

Credit Hours

One transfer level course in each of three disciplines from the following: ECO, GEO, PSC, PSY, SOC

Humanities/Fine Arts 6

One transfer level course in each of two disciplines from the following: ART, ENG (literature), MUS, PHI, THE

B. Major Courses

15 transfer level semester credit hours to be chosen by the student from the following: ART, ECO, ENG, GEO, HIS, HSS, MAT, MUS, PHI, PSC, PSY, REL, SOC, SPC, THE and any foreign language

C. Electives and Other Additional Hours Required for Graduation

9 semester credit hours to parallel four-year degree goal

Minimum semester credit hours required for graduation: 62

Course Requirements for Associate in Science

Credit Hours

A. General Education Courses

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Oral Communications 3
(preferred course depends upon transfer destination)
SPC 205 Public Speaking
OR
SPC 209 Interpersonal Communication
History 3
Math (transfer level) 6
Lab Science (transfer level) 8
Social/Behavioral Sciences 6
One transfer level course in each of two disciplines from the following: ECO, GEO, PSC, PSY, SOC
Humanities/Fine Arts 6
One transfer level course in each of two disciplines from the following: ART, ENG (literature), MUS, PHI, THE

B. Major Courses

15 semester transfer level semester credit hours to be chosen by the student from the following: BIO, CHM, MAT, PHS, PHY

C. Electives and Other Additional Hours Required for Graduation

9 semester credit hours to parallel four-year degree goal

Minimum semester credit hours required for graduation: 62

Horticulture Technology

Associate Degree in Agriculture Technology

Program Start Date: Fall or spring terms
Minimum Program Length: 2 fall + 2 spring day

Program Description

Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management and horticulture support operations.

Practical Experience

Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as the supporting horticulture supply businesses.

Professional Opportunities

Nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses

Unique Aspects

Each year, numerous horticulture program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens.

Course Requirements for Horticulture Technology

		Credit Hours
A. General Education Courses		
	Math Requirement	3
	Humanities Requirement	3
	Social Sciences Requirement	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
B. Major Courses		
HRT 105	Landscape Plant Materials	4
HRT 110	Plant Form and Function	4
HRT 125	Soils	4
HRT 141	Horticulture Pest Control	4

C. Electives and/or Additional Hours Required for Graduation

HRT 102	Landscape Design	4
HRT 108	Annuals and Perennials	2
HRT 139	Plant Propagation	3
HRT 205	Computers in Horticulture	3
HRT 208	Horticulture Business Practices	2
HRT 223	Irrigation	4
HRT 230	Greenhouse Technology	4
HRT 231	Nursery Technology	4
HRT 241	Turf Management	3
HRT 253	Landscape Installation	4
HRT 256	Landscape Management	4

• The student must complete one elective course that totals at least 2.0 semester credit hours.

Minimum semester credit hours required for graduation: 70

Landscape Management

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 4 terms evening

Program Description

Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience

Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities

Landscape management and nursery fields

Unique Aspects

This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate program with the department head.

Course Requirements for Landscape Management

Credit Hours

A. General Education Courses

- None

B. Major Courses

HRT 104	Landscape Design	3
HRT 113	Plant Materials	3
HRT 117	Design with Herbaceous Plants	3
HRT 121	Commercial Irrigation	3
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
HRT 154	Grounds Maintenance	3
HRT 241	Turf Management	3

C. Electives and/or other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 24

Landscape/Nursery Professional

Certificate

Program Start Date: Fall, spring or summer terms
Minimum Program Length: 4 terms day

Program Description

The landscape/nursery professional certificate provides training for individuals with an interest in the horticulture profession, but who have limited educational opportunity for this training close to their homes or work.

This certificate program will be offered via distant delivery to other South Carolina Technical Colleges. Students complete the certificate by taking an additional nine credit hours of specified general education courses at the host institution.

Practical Experience

Students participate in special projects utilizing gardens, nurseries, and grounds near their school location while working with mentors and adjunct faculty.

Professional Opportunities

Landscaping and nursery fields

Unique Aspects

Benefits to students include the following:

1) Students may enter a horticulture career or upgrade their skills and knowledge if they are already working in the industry.
2) Students may apply their credits toward the associate degree in horticulture technology at STC.
3) Students may transfer all horticulture credits to Clemson University to apply toward a bachelor's of science in horticulture.

Course Requirements for Landscape/Nursery Professional

		Credit Hours
A. General Education Courses		
ENG 101	English Grammar and Composition I	3
MAT* requirement		3
SPC 205	Public Speaking	3
B. Major Courses		
HRT 102	Landscape Design	4
HRT 105	Landscape Plant Materials	4
HRT 110	Plant Form and Function	4
HRT 117	Designing with Herbaceous Plants	3
HRT 125	Soils	4
HRT 141	Horticulture Pest Control	4

*Students may select any degree credit math (MAT 101 or higher) offered by the host institution.

C. Electives and/or other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 32

Business Technology

Business Division Programs of Study

	Level	*Program Start*	*Minimum Program Length*	*Page No.*
Accounting	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	75-76
Administrative Accounting Specialist	Certificate	Fall, Spring	3 terms (day or evening)	76-77
Commercial Graphics	Certificate	Fall	3 terms (day)	77-78
Computer Support Specialist	Certificate	Fall	3 terms (day) 4 terms (evening)	79-80
Computer Technology	Associate	Fall, Spring	6 terms (day) 6 terms (evening)	80-81
Computer Technology with Networking Electives	Associate	Fall, Spring	6 terms (day) 6 terms (evening)	81-83
Computer Technology with Web Page Development Electives	Associate	Fall, Spring	6 terms (day) 6 terms (evening)	83-84
Culinary Arts	Certificate	Fall	3 terms (day)	85-86
General Technology-Commercial Graphics	Associate	Any term	Varies	86-87
Insurance Specialist	Certificate	Fall, Spring	3 terms (day or evening)	87-88
Legal Administrative Specialist	Certificate	Fall, Spring	2 terms (day)	88-89
Management	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	90-91
Management with Culinary Arts Electives	Associate	Fall, Spring	5 terms (day)	91-92
Management with Fire Service Electives	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	93-94
Management with Hotel, Restaurant and Travel Electives	Associate	Fall, Spring	5 terms (day)	94-96
Management with Information Technology Electives	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	96-97
Management with Marketing Electives	Associate	Fall, Spring	5 terms (day)	97-98
Medical Front Desk Specialist	Certificate	Fall, Spring	3 terms (day or evening)	99
Networking Operations	Certificate	Fall	2 terms (day or evening)	100
Office Systems Technology	Associate	Fall, Spring	6 terms (day or evening)	101-102
Office Systems Technology-Medical Option	Associate	Fall	5 terms (day)	103-104
Receptionist	Certificate	Fall, Spring	2 terms (day or evening)	104-105
Software User Specialist	Certificate	Fall, Spring	3 terms (day or evening)	105-106
Web Page Development	Certificate	Fall	3 terms (day or evening)	107

Accounting

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant

Course Requirements for Accounting

A. General Education Courses

		Credit Hours
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
ECO 210	Macroeconomics	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 124	Individual Tax Procedures*	3
ACC 150	Payroll Accounting*	3
ACC 201	Intermediate Accounting I*	3

		Credit Hours
ACC 202	Intermediate Accounting II*	3
ACC 230	Cost Accounting I*	3
ACC 231	Cost Accounting II*	3
ACC 246	Integrated Accounting Software*	3
BAF 260	Financial Management*	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
ENG 260	Advanced Technical Communications*	3
MGT 101	Principles of Management	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Accounting Specialist

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day, 3 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Accounting administrative specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem solving skills will be stressed.

Professional Opportunities
Accounting Clerk, Payroll Clerk, Bookkeeper, Billing Clerk, Accounts Receivable Clerk, Accounts Payable Clerk, Office Assistant, Inventory Control Clerk, Administrative Specialist and Tax Preparer

Unique Aspects
Graduates of this program may transfer into the Accounting associate degree program or into the Office Systems Technology associate degree program

Course Requirements for Administrative Accounting Specialist

		Credit Hours
A. General Education Courses		
SPC 209	Interpersonal Communication	3
B. Major Courses		
ACC 101	Accounting Principles I *	3
ACC 102	Accounting Principles II *	3
ACC 124	Individual Tax Procedures *	3
ACC 150	Payroll Accounting *	3
ACC 246	Integrated Accounting Software *	3
CPT 101	Introduction to Computers *	3
CPT 174	Microcomputer Spreadsheets *	3
OST 133	Professional Development *	3
OST 141	Office Procedures I *	3

*Grade of "C" or better is required

C. Electives and/or Additional Courses Required for Graduation
- None

Minimum semester hours required for graduation: 30

Commercial Graphics
Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day

Program Description
Commercial graphics students acquire comprehensive skills in pre-press, press, and bindery / finishing processes.

Practical Experience

Students gain experience in electronic publishing; film assembly; proofing; platemaking; equipment make-ready, operation and maintenance; and product bindery / finishing operations. Students will become proficient in pre-press skills through use of industry-standard software and well-equipped Macintosh computers.

Professional Opportunities

Press operator, typesetter, bindery technician, pre-press technician, Macintosh computer operator, desktop publisher, platemaker

Unique Aspects

Students in commercial graphics generally complete a work experience activity at a local printer as part of the program. Graduates of this program may transfer into the General Technology Associate Program.

Course Requirements for Commercial Graphics

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications	3
MAT 155	Contemporary Math	3
B. Major Courses		
CGC 101	Introduction to Graphic Techniques*	3
CGC 110	Electronic Publishing*	3
CGC 122	Basic Offset Press Operations*	3
CGC 125	Basic Offset Preparation*	3
CGC 135	Commercial Graphics Operations*	3
CGC 206	Typography II*	3
CGC 210	Advanced Electronic Publishing*	3
CGC 222	Advanced Offset Press Operations*	3
CGC 225	Image Assembly*	3
CGC 235	Finishing Operations*	3
CGC 240	Senior Project in Commercial Graphics*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Computer Support Specialist

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 terms day, 4 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer support specialist students learn to maintain microcomputer systems, solve user problems, support user applications and provide user training. Students develop skills in microcomputer operations, including business application software and hardware. In addition, students learn operating system, network concepts and help desk concepts.

Practical Experience

Students complete multiple projects using current business hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Software support specialist, system support technician, hardware technician and user support technician

Unique Aspects

Graduates of this program may transfer into the computer technology associate degree, web page development certificate or networking operations certificate progam.

Course Requirements for Computer Support Specialist

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I	3
MAT 101	Beginning Algebra**	3
B. Major Courses		
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating Systems*	3
CPT 209	Computer System Management*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 268	Computer End-User Support*	3

		Credit Hours
CPT 285	PC Hardware Concepts*	3
IST 145	Net Prep The Internet*	3
IST 220	Data Communications*	3

**Students planning to continue in the associate program must earn a "C" or better in MAT 102.
*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Computer Technology

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology students develop skills in computer programming, microcomputer operations, systems analysis and design, PC hardware fundamentals, computer software applications, database applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, microcomputer and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry-level programmer, PC application specialist, programmer analyst, entry level data base administrator

Course Requirements for Computer Technology

		Credit Hours
A. General Education Courses		
Social/Behavioral Sciences		3
Humanities/Fine Arts		3
ENG 101	English Composition I*	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3

		Credit Hours
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses

ACC 101	Principles of Accounting I	3
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 207	Complex Computer Applications*	3
CPT 209	Computer System Management*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 268	Computer End-User Support*	3
CPT 272	Advanced Microcomputer Data Base*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 145	NetPrep The Internet*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 72

Computer Technology with Networking Electives

Associate Degree in Computer Technology

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology with networking electives students develop skills in computer operations, PC hardware fundamentals, computer software applications and in designing, building and maintaining small to medium size computer networks.

Practical Experience

Students work with different types of operating systems, networking architectures and microcomputer applications. Lab projects are completed using Cisco internetworking devices such as switches and routers. Students develop logical thinking, problem solving, interpersonal and communication skills.

Professional Opportunities

Network technician, computer operator, cable technician and Cisco certified network associate

Unique Aspects

This program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco Systems (the world leader in networking for the Internet). High school students who have completed two semesters of the Cisco program at vocational centers are eligible to take subsequent courses. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

Course Requirements for Computer Technology with Networking Electives

		Credit Hours
A. General Education Courses		
Social/Behavioral Sciences		3
Humanities/Fine Arts		3
ENG 101	English Composition I*	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
CPT 114	Computers andProgramming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 209	Computer System Management*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 268	Computer End-User Support*	3
CTP 285	PC Hardware Concepts*	3
IST 145	NetPrep the Internet*	3
IST 164	Implementing Windows Network Infrastructure Services*	3
IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3

		Credit Hours
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3
IST 220	Data Communications*	3
IST 290	Special Topics in Information Sciences*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete an elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 72

Computer Technology with Web Page Development Electives

Associate Degree in Computer Technology

Program Start Date: Fall or spring

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology with web page development electives students develop skills in computer operations, PC hardware fundamentals, computer software applications, and in designing, creating and maintaining web pages and web sites.

Program Experience

Students will employ a variety of web development technologies used in the development of effective, multi-functional web sites. They will become proficient in web server administration and maintenance. Students will utilize logical thinking, problem-solving, interpersonal and communications skills in a team-oriented environment. These courses will serve as preparation for a variety of professional web certification exams.

Program Opportunities

Webmaster; Web Developer, Certifications

Course Requirements for Computer Technology with Web Page Development Electives

		Credit Hours
A. General Education Courses		
Social/Behavioral Sciences		3
Humanities/Fine Arts		3
ENG 101	English Composition I *	3
MAT 102	Intermediate Algebra *	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	
B. Major Courses		
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic & Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating Systems*	3
CPT 209	Computer System Management*	3
CPT 236	Introduction to JAVA Programming*	3
CPT 246	Introduction to XML*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 268	Computer End-User Support*	3
CPT 285	PC Hardware Concepts*	3
IST 145	NetPrep The Internet*	3
IST 220	Data Communications*	3
IST 225	Internet Communications*	3
IST 226	Internet Programming*	3
IST 237	Intermediate Website Design*	3
IST 238	Advanced Tools for Website Design*	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete an elective course which totals 3.0 credit hours.

Minimum semester hours required for graduation: 72

*A grade of "C" or better is required.

Culinary Arts
Certificate

Program Start Date: Fall term

Minimum Program Length: 3 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Culinary arts students learn the basic principles and applications of food service. Competencies include safety and sanitation, equipment use, nutrition, food preparation, basic banquet organization and presentation, and dining room operations. Students gain knowledge of general management responsibilities of food service, which include front-of-the-house and back-of-the-house operations, purchasing, inventory control, cost management, and menu design and pricing.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students obtain practical experience in local food service venues through a scheduled internship during the last term.

Professional Opportunities

Kitchen assistant, line cook, assistant restaurant manager, kitchen manager trainee, and purchasing assistant

Unique Aspects

This program is accredited by the American Culinary Federation (ACF). Students will benefit from expanded career opportunities by participating in this program due to the high educational and professional standards of the ACF.

Students will be offered certification examinations through the National Restaurant Association for: Safety and Sanitation (SERVSAFE), Nutrition, Principles of Food Production II and Dining Room Operations.

Course Requirements for Culinary Arts

		Credit Hours
A. General Education Courses		
SPC 205	Public Speaking	3
B. Major Courses		
CWE 113	Cooperative Work Experience*	3
HOS 101	Principles of Food Production I*	3
HOS 102	Principles of Food Production II*	3
HOS 103	Nutrition*	3
HOS 120	Bakeshop Production*	3
HOS 140	The Hospitality Industry*	3
HOS 145	Dining Room Operations*	3

HOS 155	Hospitality Sanitation*	3
HOS 201	A LaCarte I*	3
HOS 220	Advanced Bakeshop*	3
HOS 225	Buffet Organization*	4
HOS 255	Food Service Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 40

General Technology

Associate Degree in Occupational Technology
Major: Commercial Graphics

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description

Students will major in commercial graphics with a secondary speciality such as business or computer technology.

Program Experience

Graduates of the Commercial Graphics Certificate Program acquire comprehensive skills in pre-press, press and bindery / finishing processes. Students enrolling in this program may complete the associate degree by adding business, computer technology or other courses as approved by the program academic advisor.

Professional Opportunities

Customer service representative for a printing business, desktop publisher, web designer, print shop specialist.

Unique Aspects

This program is designed for graduates of the Commercial Graphics Certificate Program. Commercial graphics is the primary technical speciality. The secondary specialty is business, computer technology or other as approved by the academic advisor.

Course Requirements for General Technology in Commercial Graphics

		Credit Hours
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3

		Credit Hours
MAT 155	Contemporary Mathematics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
Social/Behavioral Science (from approved list)		3
Humanities/Fine Arts (from approved list)		3

B. Major Courses

Primary Technical Speciality*: 33
CGC 101, CGC 110, CGC 122, CGC 125, CGC 135,
CGC 206, CGC 210, CGC 222, CGC 225, CGC 235, CGC 240

Secondary Technical Speciality: 15
Choose **one** of the secondary technical speciality areas and complete all courses in that area:
1. Business- ACC 111, MKT 101, MKT 135, MGT 101, MGT 120
2. Computer Technology- CPT 114, MKT 135, IST 145, CPT 290, IST 238
3. Other- MKT 135 plus 12 credits as approved by academic advisor

*A minimum grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

CGC 115	Digital Photography	3
Elective		3

Minimum semester hours required for graduation: 75

Insurance Specialist

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Insurance specialist students acquire specific skills to perform administrative office procedures in physicians' offices and health care facilities. Skills include those necessary to handle medical office insurance, coding, managed care and billing functions. Students develop the skills to analyze, record, and report office accounts receivable information.

Practical Experience
Students gain technical, communication and problem-solving skills through classroom projects that simulate actual applications in today's medical offices.

Professional Opportunities
Insurance clerk/specialist, patient account representative, precertification clerk, cashier

Unique Aspects
Credits earned in this program may be applied to the Office Systems Technology-Medical Associate Degree Program.

Course Requirements for Insurance Specialist

		Credit Hours
A. General Education Courses		
SPC 209	Interpersonal Communication	3
ENG 165	Professional Communications*	3
MAT 160	Math for Business and Finance*	3
B. Major Courses		
ACC 111	Accounting Concepts*	3
AHS 102	Medical Terminology*	3
AHS 104	Medical Vocabulary/Anatomy*	3
AHS 118	Medical Coding and Insurance*	5
CPT 101	Introductions to Computers*	3
MED 104	Medical Assisting Administrative Procedures*	4
OST 133	Professional Development*	3
OST 143	Office Systems and Procedures*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation
- None

Minimum semester credit hours required for graduation: 36

Legal Administrative Specialist
Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 2 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Legal Administrative Specialist students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience

Students are given an opportunity to train in a legal office environment, learn how to assist legal professionals and their clients and successfully handle legal office work requirements. Projects in filing, legal document application, and basic clerical skills are assigned. Simulations and shadowing experiences also help to enrich the student's training. Effective communication, team building, and problem-solving skills will be stressed.

Professional Opportunities

Patent Office Administrative Assistant, Contracts Administrative Assistant, Legal Office Assistant, Paralegal Administrative Assistant, and General Office Assistant

Unique Aspects

Credits earned in this program may be applied to the Office Systems Technology Associate Degree Program.

Course Requirements for Legal Administrative Specialist

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications*	3
B. Major Courses		
ACC 111	Accounting Concepts*	3
CPT 101	Introduction to Computers*	3
BUS 121	Business Law I*	3
OST 133	Professional Development*	3
OST 141	Office Procedures I*	3
OST 213	Legal Document Production*	3
OST 253	Legal Systems and Procedures*	3

*Grade of "C" or better is required.

C. Electives and/or Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 24

Management

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department head/ academic advisor.

Practical Experience

Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities

Supervisor, assistant manager, department manager, project manager, account manager

Unique Aspects

This program is designed for students who are currently employed and are seeking promotion into a supervisory or management position with their company or those possessing an accredited degree, diploma or certificate. Recommendation by the dean or department head is required for entry into the program. This recommendation will be based, in part, on a letter of employment verification from the student's employer.

Course Requirements for Management

A. General Education Courses

		Credit Hours
ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

		Credit Hour
B. Required Core Courses		
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 120	Small Business Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. . Electives and/or Other Additional Courses Required for Graduation

• Students must complete 15.0 credit hours of approved electives. Department head / academic advisor will determine approval.

Minimum semester credit hours required for graduation: 69

Management with Culinary Arts Electives

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Culinary Arts Electives) students develop skills to plan, organize, lead and control activities related to the food service industry. Students focus on the applications and supervision of restaurant and kitchen personnel involved in sanitation, nutrition, food preparation, menu design and pricing, purchasing, inventory control and cost management.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students also complete projects using microcomputer applications and accounting software. Problem-solving, interpersonal and communication skills are also developed.

Professional Opportunities

Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor

Unique Aspects

Students will be offered certification examinations through the National Restaurant Association Examination for: Safety and Sanitation (SERVSAFE), Nutrition, Principles of Food Production II.

Course Requirements for Management with Culinary Arts Electives

		Credit Hours
A. General Education Courses		
ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
HOS 101	Principles of Food Production I*	3
HOS 102	Principles of Food Production II*	3
HOS 103	Nutrition*	3
HOS 155	Hospitality Sanitation*	3
HOS 225	Buffet Organization*	4
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- Students must complete one elective course which totals 3.0 credit hours.

Minimum semester hours required for graduation: 70

Management with Fire Service Electives

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Fire Service Electives) students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience

Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Assistant chief, fire chief (depending on level of applicable work experience in the fire service field)

Unique Aspects

At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen semester hours of fire service electives are required and may be taken from an accredited institution or may be earned through experiential learning by the completion of local, state and / or National Fire Academy training courses. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students' fire academy transcripts. Spartanburg Technical College does not offer courses which meet this fire service requirement.

Course Requirements for Management with Fire Service Electives

A. General Education Courses

		Credit Hours
ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3

		Credit Hours
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Required Core Courses

ACC 101	Accounting Principles I*	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3
PSY 201	General Psychology	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

The student must complete a total of 15 semester credit hours of fire service electives as outlined under Unique Aspects.

The student must also complete one general elective course which totals a minimum of 3.0 credit hours. The student may use 3.0 credit hours of additional fire service electives to meet the general elective requirement.

Minimum semester credit hours required for graduation: 69

Management with Hotel, Restaurant and Travel Electives

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Hotel, Restaurant and Travel Electives) students develop skills to plan, organize, lead and control activities of hotels and restaurants. Focus is placed on lodging (front office, housekeeping and engineering), restaurant (food

service operations, layout and design) and travel components of the hospitality industry. In addition, students explore hospitality promotion and service techniques.

Practical Experience

Students complete simulations in the development and organization of a hotel and restaurant. The research projects pertain to the hospitality industry and use microcomputer applications for accounting and finance situations. Students develop problem-solving, interpersonal and communication skills

Professional Opportunities

Front desk manager, housekeeping supervisor, restaurant manager and customer service manager

Course Requirements for Management with Hospitality Electives

		Credit Hours
A. General Education Courses		
ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
HOS 140	The Hospitality Industry*	3
HOS 150	Hotel Management*	3
HOS 157	Hospitality Service*	3
HOS 164	Travel and Tourism*	3
HOS 255	Food Service Management*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Management with Information Technology Electives

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Information Technology Electives) students develop management skills related to information technology. Students focus on database applications and supervision of information technology personel and/or projects.

Practical Experience

Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Information technology supervisor/manager, data analyst

Course Requirements for Management with Information Technology Electives

		Credit Hours
A. General Education Courses		
ECO 210	Macroeconomics	3
ENG 101	English Composition*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
ACC 101	Accounting Principles*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3

		Credit Hours
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 114	Computers and Programming*	3
CPT 178	Software Applications*	3
CPT 242	Database*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 272	Advanced Microcomputer Data Base*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one general elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Management with Marketing Electives

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Marketing Electives) students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service.

Practical Experience

Students develop advertising campaigns, make sales presentations, conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager

Course Requirements for Management with Marketing Electives

		Credit Hours
A. General Education Courses		
ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communications	
B. Major Courses		
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 175	International Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 120	Small Business Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3
MKT 110	Retailing*	3
MKT 120	Sales Principles*	3
MKT 135	Customer Service Techniques*	3
MKT 260	Marketing Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Medical Front Desk Specialist

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Front desk specialist students acquire specific skills to work in physicians' offices and related health care facilities. Students focus on medical terminology, medical office procedures, communication skills, insurance and patient service skills.

Practical Experience

Students gain technical, communication and problem-solving skills through classroom projects that simulate actual applications in today's medical offices.

Professional Opportunities

Receptionist, appointment secretary, telephone operator, file clerk

Unique Aspects

Credits earned in this program may be applied to the Office Systems Technology-Medical Associate Degree Program.

Course Requirements for Medical Front Desk Specialist

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications*	3
MAT 160	Math for Business and Finance*	3
SPC 209	Interpersonal Communications	3
B. Major Courses		
AHS 102	Medical Terminology*	3
AHS 104	Medical Vocabulary/Anatomy*	3
CPT 101	Introduction to Computers*	3
MED 104	Medical Assisting Administrative Procedures*	4
OST 133	Professional Development*	3
OST 143	Office Systems and Procedures*	3
OST 252	Medical Systems and Procedures*	3

Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 31

Networking Operations
Certificate

Program Start Date: Fall term
Minimum Program Length: 2 terms day or evening

Program Description
Networking Operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience
Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities
Network technician, cable technician and Cisco Certified Network Associate

Unique Aspects
The Networking Operations Certificate Program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco (the world leader in networking for the Internet.)

Students entering this advanced certificate program should have completed the associate degree in computer technology, certificate in computer support specialist or equivalent. High school students who have successfully completed two semesters of the Cisco Networking Academy Program at vocational centers are eligible to take the subsequent courses.

Course Requirements for Networking Operations

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required
- None

Minimum semester hours required for graduation: 12

Office Systems Technology

Associate Degree

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Office Systems Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, professional development and office management skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities

Administrative assistant, executive assistant, office manager, administrative professional

Unique Aspects

This program prepares students for the certified professional secretaries (CPS) exam and the Microsoft Office Specialist certification. The College offers experiential learning credit opportunities for students who have successfully passed the Certified Professional Secretary (CPS) examination. Students are encouraged to contact the office systems technology department head for more information.

Course Requirements for Office Systems Technology

A. General Education Courses

		Credit Hours
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
	OR	
SPA 105	Conversational Spanish	
ENG 165	Professional Communications*	3
MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance*	3

		Credit Hours
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
Social/Behavorial Science		3

B. Major Courses

ACC 111	Accounting Concepts*	3
BUS 121	Business Law*	3
CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Data Base*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
CPT 270	Advanced Microcomputer Applications*	3
CPT 290	Microcomputer Multimedia Concepts and Applications*	3
CWE 123	Cooperative Work Experience II*	3
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3
OST 133	Professional Development*	3
OST 141	Office Procedures I*	3
OST 142	Office Procedures II*	3
OST 254	Office Simulation*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Office Systems Technology - Medical Option

Associate Degree

Program Start Date: Fall term

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Office Systems Technology - Medical Option students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships during the last term.

Professional Opportunities

Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

Students also receive certification in CPR and OSHA.

Course Requirements for Office Systems Technology - Medical Option

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
	OR	
SPA 105	Conversational Spanish	
ENG 165	Professional Communications*	3
MAT 160	Math for Business and Finance*	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
Social/Behavorial Science		3

B. Major Courses

		Credit Hours
ACC 111	Accounting Concepts*	3
AHS 102	Medical Terminology*	3
AHS 104	Medical Vocabulary Anatomy*	3
AHS 118	Medical Coding and Insurance*	5
AHS 155	Special Topics in Health Care*	3
CPT 101	Introduction to Computers*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
MED 104	Medical Assisting Administrative Procedures*	4
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3
OST 133	Professional Development*	3
OST 143	Office Systems and Procedures*	3
OST 252	Medical Systems and Procedures*	3
OST 270	SCWE in Office Systems*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Receptionist
Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 2 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Receptionist students develop skills necessary to communicate with customers and successfully manage that relationship. Students will be provided with the fundamentals of basic business and clerical skills used in the receptionist environment.

Practical Experience

Students are given an opportunity to train in an office environment how to answer and successfully handle phone calls. Projects in filing, document application, and basic clerical skills are assigned. Simulations and shadowing experiences also help to enrich the student's training. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities
Receptionist, front desk clerk, customer service representative, general office clerk.

Unique Aspects
Credits earned in this program may be applied to the Office Systems Technology Associate Degree Program.

Course Requirements for Receptionist

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications*	3
SPC 209	Interpersonal Communication	3
B. Major Courses		
CPT 101	Introduction to Computers*	3
CPT 179	Microcomputer Word Processing*	3
MKT 135	Customer Service Techniques*	3
OST 133	Professional Development*	3
OST 141	Office Procedures I*	3
OST 142	Office Procedures II*	3

*Grade of "C" or better is required.

C. Electives and/or Additional Courses Required for Graduation
- None

Minimum semester credit hours required for graduation: 24

Software User Specialist
Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description
Software user specialist students are trained in the principles of applications of word processing, spreadsheet, data base and desktop publishing as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include general office procedures and professional development.

Practical Experience

Students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problem-solving skills will be stressed.

Professional Opportunities

Information specialist, software application specialist and certified user specialist

Unique Aspects

This program prepares students for the Microsoft Office Specialist certification. Credits earned in this program may be applied to the Office Systems Technology Associate Degree Program.

Course Requirements for Software User Specialist

		Credit Hours
A. General Education Courses		
SPC 209	Interpersonal Communication	3
B. Major Courses		
CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Database*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
CPT 270	Advanced Microcomputer Applications*	3
CPT 290	Microcomputer Multimedia Concepts and Applications*	3
OST 133	Professional Development*	3
OST 141	Office Procedures I*	3
OST 142	Office Procedures II*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 30

Web Page Development
Certificate

Program Start Date: Fall
Minimum Program Length: 3 terms day or evening

Program Description
Web page development students implement skills in designing, creating and maintaining web pages and web sites.

Practical Experience
Students will employ a variety of web development technologies used in the development of effective, multi-functional web sites. They will become proficient in web server administration and maintenance. Students will utilize logical thinking, problem-solving, interpersonal and communications skills in a team-oriented environment. These courses will serve as preparation for a variety of professional Web certification exams.

Professional Opportunities
Webmaster, web developer, certifications

Unique Aspects
Students entering this certificate program should possess a working knowledge of computer skills, a foundation in program logic concepts, and experience using the Internet. Prerequisites to this certificate are CPT 114 and CPT 168 with a minimum grade of C or permission from the department head. Courses in this program are an elective track in the Computer Technology associate degree program.

Course Requirements for Web Page Development

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
CPT 236	Introduction to JAVA Programming*	3
CPT 246	Introduction to XML*	3
IST 225	Internet Communications*	3
IST 226	Internet Programming*	3
IST 237	Intermediate Website Design*	3
IST 238	Advanced Tools for Website Design*	3
C. Electives and/or Other Additional Courses Required for Graduation		
• None		

Minimum semester hours required for graduation: 18

*A grade of "C" or better is required.

Notes

Health and Human Services

Health and Human Services Division Programs of Study

	Level	*Program Start*	*Minimum Program Length*	*Page No.*
American Sign Language	Certificate	Fall, Summer	2 terms (evening) 1 term (Internet based)	114
Basic Interpreting	Certificate	Fall, Spring	4 terms (Internet based)	115
Early Childhood Development	Certificate	Fall, Spring	3-4 terms (day or evening)	116
Expanded Duty Dental Assisting	Diploma	Fall	3 consecutive terms (day)	117-118
General Technology - Early Childhood Development	Associate	Fall, Spring	Varies	118-120
General Technology - Interpreter Training	Associate	Any	5 terms (Internet based)	120-121
General Technology - Medical Assisting	Associate	Any	Varies	122-123
General Technology - Surgical Technology	Associate	Any	Varies	123-124
Health Unit Coordinating	Certificate	Fall, Summer	2 consecutive terms (day)	124-125
Infant/Toddler	Certificate	Fall, Spring	Varies	125-126
Medical Assisting	Diploma	Fall	3 terms (day)	126-127
Medical Laboratory Technology	Associate	Fall	5 consecutive terms (day)	128-129
Multi-Skilled Health Technology	Certificate	Fall, Spring	1 term (day)	129-130
Nursing	Associate	Fall, Spring (summer for practicing LPNs)	5 terms (day or evening)	130-132
Pharmacy Technician	Certificate	Fall, Spring	2 consecutive terms (day, clinical may require evening, weekends)	133-134
Pre-Occupational Therapy Assistant (Phase I)	Certificate	Any	2 terms (day or evening)	134-135
Pre-Physical Therapist Assistant (Phase I)	Certificate	Any	3 terms (day or evening)	136-137
Radiography	Associate	Fall	6 consecutive terms (day)	137-138
Respiratory Care	Associate	Fall	6 consecutive terms (day)	139-140
Surgical Technology	Diploma	Fall	3 consecutive terms (day)	140-141
Therapeutic Massage	Certificate	Fall	3 consecutive terms (evening, clinical may involve day)	142-143

Special Admissions Procedures

Health and Human Services Division

Health and human services programs, outlined in the program descriptions, require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular application:

1. Schedule an interview with the Health and Human Services Division counselors and, for some programs, a tour at the clinical site.
2. Submit completed medical history, required immunizations / vaccines forms, SLED checks, and drug screening as determined by each clinical site, upon acceptance into the program. Due date to be determined by each program's department head.
3. Applicants wishing to enroll in the General Technology Associate Degree in Occupational Technology Major in Early Childhood Development are mandated by state law to submit to a background (SLED) check and a fingerprint check by the Federal Bureau of Investigation (FBI). Failure to submit to these checks will result in the applicant's exclusion from enrollment in the program.
4. Applicants wishing to enroll in the Associate Degree in Nursing Program are required to submit to a records check through the South Carolina Law Enforcement Division (SLED). The South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:
    1) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and
    2) Crimes involving the distribution of illegal drugs.
5. Students enrolled in the Associate Degree in Nursing Program and the multi-Skilled Health Technology Program are required to complete a criminal background investigation for each student whose clinical rotations include facilities of long term, direct care of patients.

    The clinical sites may determine students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training.

    Crimes including, but not limited to the following-

    a. Child or adult abuse
    b. Sexual assault
    c. Assault with a deadly weapon
    d. Neglect
    e. Mistreatment of residents, patients / clients
    f. Misappropriation of resident / patient / client property

    (Facilities may exercise discretion regarding convictions more than 10 years ago.) Any student unable to attend any one of the clinical affiliates will be required to withdraw from his or her program of study.

Students who are residents of South Carolina, North Carolina and Georgia for at least 12 months will have a state background check. All others will have a federal fingerprint background check.

The criminial background investigation (CBI) will be initiated after the student has been accepted into the specific program or course of study but prior to beginning any clinical rotation. The College recommends that the investigation be completed prior to the student beginning a clinical rotation; however, in extenuating circumstances the student may be allowed to begin the clinical rotation prior to receiving the results, but the investigation must have been initiated prior to beginning the rotation. If the returned investigative report documents a violation as indicated above, the student will be immediately dismissed from the program or course of study.

6. Felons will not be eligible for the certification examination unless the American Association of Medical Assistants' Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.
7. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. Any student accepted after that number will be assigned to an alternate status list in the order of acceptance. Whenever any of the fully accepted students leave the program, those on the alternate list move up accordingly.
8. Acceptance into the Pre-Physical Therapist Assistant and Pre-Occupational Therapist Assistant (1+1) programs requires the student to attend Career Talk at Greenville Technical College; completion of 20 hours of observation within a designated health care facility is also required in accordance with instructions given at Career Talk.
9. Applicants of the Therapeutic Massage and Expanded Duty Dental Assisting programs must be at least 18 years of age. Graduates of the Pharmacy Technician Program must be at least 18 years of age.
10. For registration and certification requirements for the Pharmacy Technician Program, see page 133, Unique Aspects section.

Accepted health and human service program applicants may elect to enroll in general education courses or designated major courses prior to enrolling in their specific program of acceptance. These health and human service program applicants are required to adhere to the academic standards of their chosen curriculum. They must earn a minimum of a 2.0 grade point average and a minimum grade of "C" in each course taken, as indicated in the curriculum displays. (Accepted health and human service program applicants should refer to specific academic requirements and standards of the chosen health and human services program for specific program information.) Courses that contain a clinical practicum component cannot be audited.

In addition to program-specific application procedures, students must complete the following prerequisite courses (with a grade of "C" or better) prior to enrolling in designated health and human services programs:

Expanded Duty Dental Assisting: AHS 104 is a program prerequisite and AHS 102.

Medical Assisting: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent and AHS 102.

Medical Laboratory Technology: BIO 101; One unit of high school chemistry or equivalent; one unit of high school algebra or equivalent.

Nursing (Associate Degree): One unit high school biology and chemistry or equivalent; Compass college algebra score of 46 or above and transferable math (Math 110 or Math 120); AHS 102 is highly recommended.

Pharmacy Technician: One unit of high school biology or chemistry or equivalent; MAT 101.

Pre-Occupational Therapy Assistant, Pre-Physical Therapist Assistant: High school biology and high school chemistry or equivalent or BIO 100 and CHM 100, or BIO 112 (preferred) with any high school or transitional lab science; one unit high school algebra or equivalent; physics also recommended for Pre-Physical Therapist Assistant with a "C" or better required in all courses

Radiography: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and MAT 101.

Respiratory Care: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent.

Surgical Technology: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and AHS 104.

Therapeutic Massage: One unit of high school biology or chemistry or equivalent.

American Sign Language
Certificate

Program Start Date: Fall or summer term
Minimum Program Length: 2 terms evening, 1 term Internet based

Program Description
American sign language students develop fluent skills in the communicative use of this language, the third most commonly used language in the United States.

Practical Experience
Students complete communicative as well as cultural activities and develop fluency through class and community interactions.

Professional Opportunities
This certificate could enhance communication opportunities in any setting where there are deaf individuals present. This certificate would also serve as an entry point to a future degree in interpreting.

Unique Aspects
Language courses are required at public colleges and universities and many private institutions. Students should verify possible acceptance of these credits with the intended transfer college or university.

Course Requirements for American Sign Language

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
ASL 101	American Sign Language I	4 (evening course)
ASL 102	American Sign Language II	4 (evening course)
ASL 201	American Sign Language III	3 (evening course)
ASL 202	American Sign Language IV	3 (evening course)
ITP 201	Deaf History and Culture	3 (Internet course)
C. Electives and/or Other Additional Courses Required for Graduation		
None		

Minimum semester credit hours required for graduation: 17

Basic Interpreting
Certificate

Program Start Date: Any term
Minimum Program Length: 4 terms Internet based

Program Description
This certificate program gives foundational instruction in how to interpret between English and American Sign Language. Graduates from this program can transfer into the General Technology Associate Degree in Occupational Technology with a major in Interpreter Training.

Practical Experience
Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities
Entry-level interpreters for public and private agencies, free-lance interpreters or preparation for further educational opportunities

Unique Aspects
The Certificate in Basic Interpreting is delivered on-line (Internet based).

Course Requirements for Basic Interpreting

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
ITP 101	Introduction to Interpreting	3
ITP 104	Interpreting in Educational Settings	3
ITP 106	Linguistics of American Sign Language	3
ITP 201	Deaf History and Culture	3
ITP 202	Transliterating I	3
ITP 203	Transliterating II	3
ITP 204	Interpreting	3
ITP 205	Interpreting II	3
ITP 206	Sign to Voice Interpreting	3
ITP 207	Sign to Voice Interpreting II	3
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3
ITP 230	Field Experience	1
ITP 240	Interpreting Internship	3

C. Electives and/or Additional Hours Required for Graduation
- No electives required for this program.

Minimum Semester credit hours required for graduation: 40

Early Childhood Development
Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3-4 terms day or evening

Program Description
Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience
Students gain early childhood development skills through rotations in child development centers, private and public kindergartens and special facilities.

Professional Opportunities
Teacher's aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects
Applicants wishing to enroll in the certificate program are mandated by state law to submit to a records check by the Federal Bureau of Investigation (FBI). Failure to do so results in the applicant's exclusion from enrollment in the program.

Course Requirements for Certificate in Early Childhood Development

		Credit Hours
A. General Education		
None		
B. Major Courses		
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
PSY 214	Psychology of the Exceptional Child	3

C. Electives and/or other Additional Courses Required for Graduation
- No electives required for this program.

Minimum semester credit hours required for graduation: 27

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

Expanded Duty Dental Assisting

Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms day

Program Description

Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experiences

Students work in a simulated dental office first and second terms on campus to gain clinical skills. Clinical experience is gained in all three terms by rotations in local dental offices.

Professional Opportunities

Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Issues

Graduates are eligible to take the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assistant Program is accredited without reporting by:

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653
www.ada.org

Course Requirements for Expanded Duty Dental Assisting

		Credit Hours
Prerequisites		
AHS 104	Medical Vocabulary / Anatomy	3
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 165	Professional Communication	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

B. Major Courses		Credit Hours
AHS 113	Head and Neck Anatomy	1
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
DAT 174	Office Rotations	4
DAT 177	Dental Office Experience	7

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 47

General Technology

Associate Degree in Occupational Technology
Major: Early Childhood Development

Program Start Date: Fall or spring terms
Minimum Program Length: Varies according to program choice

Program Description

Students will major in Early Childhood with a secondary specialty in Advanced Child Care Management, Special Needs, or Infant/Toddler.

Practical Experience

Students gain early childhood development skills through rotations in child development centers, Headstart, private and public kindergartens and special education facilities.

Professional Opportunities

Teacher aides in the school system or special education facilities; teachers in child development centers and Headstart programs

Unique Aspects

Students entering the program must have a SLED check, FBI check, and Health Form completed during ECD 101. This course is required during the first semester of the program. This is mandated by the state and DSS. Failure to have clearance in any of these requirements results in the expulsion from continued enrollment in the program.

In order to complete the associate degree the student must choose a secondary specialty in advanced child care management, special needs or infant/toddler (choose one area).

Students who complete the general technology program in one secondary specialty area may continue with one or more of the other general technology secondary specialty areas.

A student who wishes to further his/her education, such as teacher certification at a senior institution, should take the Praxis I test.

Course Requirements for General Technology in Eary Childhood Development

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications*	3
	OR	
ENG 101	English Composition I (transfer)*	
MAT 155	Contemporary Mathematics*	3
	OR	
MAT Transfer Level Math (Students may choose)*		
PSY 201	General Psychology	3
PSY 214	Psychology of the Exceptional Child	3
CPT 101	Introduction to Computers	3
Humanities/Fine Arts (from approved list)		3

*After acceptance in the ECD curriculum, ENG and MAT courses must be taken first semester.

B. Major Courses

Primary Technical Specialty: (33 Credits)
ECD 101(3.0), ECD 102 (3.0), ECD 105 (3.0), ECD 131 (3.0), ECD 132 (3.0), ECD 133 (3.0), ECD 135 (3.0), ECD 203 (3.0), ECD 237 (3.0), ECD 243 (3.0), ECD 244 (3.0)

Secondary Technical Specialty: (12-17 Credits)
ECD 101 (3.0), ECD 102 (3.0), and ECD 203 (3.0) are prerequisites to the secondary specialties.

*Choose **one** of the Secondary Specialty Areas and complete all courses in that area.*

1. Advanced Child Care Management (12 credits)
   ACC 111 (3.0), ECD 108 (3.0), ECD 109 (3.0), MGT 101 (3.0)
2. Special Needs (17 credits)
   ASL 101 (4.0), ASL 102 (4.0), ECD 257 (3.0), ECD 259 (3.0), ECD 260 (3.0)
3. Infant Toddler (12 credits)
   ECD 200 (3.0), ECD 205 (3.0), ECD 207 (3.0), ECD 251 (3.0)

A grade of "C" or better is required on all courses.

C. Electives and/or Other Additional Courses Required for Graduation

Students may choose any 3.0 credit course from the catalog.

A grade of "C" or better is required on all courses

Minimum semester credit hours required for graduation:
Advanced Child Care Management Specialty: 66 Credits
Special Needs Specialty: 71 Credits
Infant/Toddler Specialty: 66 Credits

General Technology

Associate Degree in Occupational Technology
Major: Interpreter Training

Program Start Date: Fall or spring term
Minimum Program Length: 5 terms Internet based

Program Description

Interpreter training students acquire specific skills to work as beginning sign language interpreters who interpret spoken English into American Sign Language and into manually-coded English; as well as American Sign Language and manually-coded English into spoken English.

Practical Experience

Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities

Entry-level interpreters for public and private agencies, free-lance interpreters

Unique Aspects

The Interpreter Training Program is delivered on-line (Internet based).

Course Requirements for General Technology in Interpreter Training

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
	OR	
MAT 160	Math for Business Finance	
	OR	
Any transferable math		

		Credit Hours
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

B. Major Courses

Primary Technical Specialty (33 credits)

ITP 101	Introduction to Interpreting	3
ITP 106	Linguistics of American Sign Language	3
ITP 201	Deaf History and Culture	3
ITP 202	Transliterating I	3
ITP 203	Transliterating II	3
ITP 204	Interpreting	3
ITP 205	Interpreting II	3
ITP 206	Sign to Voice Interpreting	3
ITP 207	Sign to Voice Interpreting II	3
ITP 230	Field Experience	1
ITP 240	Interpreting Internship	3

Secondary Technical Specialty: (12 credits)
Courses must be approved by Interpreting Program Coordinator

An individualized plan will be developed for each student after meeting with the interpreting program coordinator

C. Electives and/or Additional Hours Required for Graduation

ITP 104	Interpreting in Educational Settings	3
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3

- Minimum semester credit hours required for graduation: 67

General Technology

Associate Degree in Occupational Technology
Major: Medical Assisting

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description

The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. To enroll in the program, the student must meet with the Medical Assisting Program Coordinator to determine a curriculum plan. All courses must be approved by the Medical Assistant Program Coordinator.

Practical Experience

None required.

Professional Opportunities

Certified medical assistant employed in doctors' offices, hospitals and clinics; office management, education, and other specialties depending on the selected courses

Course Requirements for General Technology in Medical Assisting

		Credit Hours
A. General Education Courses		
MAT 160	Math for Business and Finance	3
ENG 165	Professional Communications	3
PSY 201	General Psychology	3
CPT 101	Introduction to Computers	3
	OR	
CPT 170	Microcomputer Applications	
Humanities/Fine Arts (from approved list)		3

B. Major Courses

**Primary Technical Specialty: (40 Credits)*
Must be a graduate of an accredited CAAHEP Medical Assisting Program

Secondary Technical Specialty: (12 Credits)
Courses must be approved by the Medical Assisting Program Coordinator

An individualized plan will be developed for each student after meeting with the medical assisting program coordinator.

C. Electives and/or Other Additional Courses Required for Graduation

Other Hours Required for Graduation (5 Credits)

Enhancement of Primary or Secondary Technical Specialty

Courses must be approved by medical assisting program coordinator.

Minimum semester credit hours required for graduation: 72 Credits

General Technology

Associate Degree in Occupational Technology
Major: Surgical Technology

Program Start Date: Any term
Minimum Program Length: Varies

Program Description

The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the program, the student must meet with the surgical technology department head to determine a curriculum plan. Acceptance into the program must be approved by the surgical technology department head.

Practical Experience

Students may gain additional clinical experience in affiliated hospitals and/or doctors' offices based on the specific curriculum that is designed.

Professional Opportunities

Certified surgical technologist employed as a first assistant, central service manager, educator, medical sales representative or other specialty depending on the selected courses

Unique Aspects

Students must be a graduate of a CAAHEP accredited surgical technology program and be currently certified by the Liaison Council on Certification for the Surgical Technologist.

Course Requirements for General Technology in Surgical Technology

	Credit Hours
A. General Education Courses	
Basic Use of Computers	3
Humanities/Fine Arts	3
ENG 165 or equivalent	3
MAT 155 or equivalent	3
PSY 103 or equivalent	3
B. Major Courses	
Primary Technical Speciality	28*
Secondary Technical Speciality	12

C. Electives and/or Other Additional Courses Required for Graduation

Elective: 3

Enhancement of primary or secondary technical speciality: 2

*Note: The primary technical speciality is the surgical technology diploma. The secondary technical speciality is individualized for each student through their academic advisor. Many of the general education course requirements may have been completed with the surgical technology diploma.

Minimum Semester credit hours required for graduation: 60

Health Unit Coordinating

Certificate

Program Start Date: Fall or summer terms

Minimum Program Length: 2 consecutive terms day

Program Description

Health unit coordinating students gain skills to perform clerical duties for nursing units and other departments in hospitals and doctors' offices. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience

Students develop interpersonal skills that are vital to their role as communicators with doctors, hospital staff, patients and patients' families. They acquire clerical competencies including transcribing doctors' orders.

Professional Opportunities

Unit secretaries, clerks in other hospital areas, receptionists in doctors' offices and other medical settings

Unique Aspects
Graduates are eligible to apply to take the National Certification Examination for Health Unit Coordinators.

Course Requirements for Health Unit Coordinating

		Credit Hours
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
IDS 101	Human Thought and Learning	3
B. Major Courses		
AHS 102	Medical Terminology	3
AHS 170	Fundamentals of Disease	3
HUC 110	Health Unit Procedures I	7
HUC 120	Health Unit Procedures II	8

C. Electives and/or Other Additional Courses Required for Graduation
None

Minimum semester credit hours required for graduation: 30

Infant / Toddler
Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: Varies according to program choice

Program Description
The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through three years old are provided with training, related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant Toddler credential administered by the Center for Child Care Career Development if the student wishes to pursue this avenue.

Practical Experience
Students gain infant toddler skills through rotations in child development centers, Early Headstart, and special education facilities.

Professional Opportunities
Teacher's aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects
Graduates are eligible to apply to take the National Certification Examination for Health Unit Coordinators.

Course Requirements for Infant Toddler

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experience in Infant and Toddler Development	3
C. Electives and/or Other Additional Courses Required for Graduation		
No Electives required for this program.		

Minimum semester credit hours required for graduation: 18

Medical Assisting
Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms, day

Program Description
Medical assisting students function as multi-skilled practitioners to perform administrative office procedures, as well as basic clinical and laboratory skills.

Practical Experience
Students gain interpersonal and technical skills by completing a clinical component in local doctors' offices.

Professional Opportunities
Certified medical assistant in doctors' offices and selected areas in hospitals and clinics

Unique Aspects

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to apply to take the certification exam offered by the American Association of Medical Assistants (AAMA) to become certified medical assistants. Felons are not be eligible for the certification examination unless the certifying board grants a waiver based on one or more mitigating circumstances.

Course Requirements for Medical Assisting

		Credit Hours
Prerequisites		
One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent and AHS 102 (Medical Terminology)		
A. General Education Courses		
ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3
B. Major Courses		
AHS 104	Medical Vocabulary / Anatomy	3
AHS 170	Fundamentals of Disease	3
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	5
MED 107	Medical Office Management	4
MED 111	Medical Assisting Administration	3
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 118	Pharmacology for Medical Assistants	4
MED 125	Medical Assisting Advanced Laboratory Procedures	2
MED 156	Clinical Experience I	6

C. Electives and/or Other Additional Courses Required for Graduation

• Students should have previous college credit for the course AHS 102, Medical Terminology (3.0 credits) before entering the Medical Assisting Program.

Minimum semester credit hours required for graduation: 50

Medical Laboratory Technology

Associate Degree

Program Start Date: Fall term
Minimum Program Length: 5 consecutive terms, day

Program Description

Medical laboratory technology students work as medical investigators analyzing blood, urine, spinal and other body fluids, and tissues to help the doctor diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experiences

Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, doctors' offices and clinics.

Professional Opportunities

Medical laboratory technicians in hospitals, doctors' offices, veterinary clinics, private and research laboratories, laboratory technicians in industrial laboratories; technical representative and salespersons for medical supply companies

Unique Aspects

Students perform blood collection techniques, examine specimens under a microscope, operate complex electronic medical equipment and computers. Graduates are eligible to apply to take a national certification exam to become registered clinical laboratory technicians. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL, 60631, (773) 714-8880, www.naacls.org.

Course Requirements for Medical Laboratory Technology

Credit Hours

Prerequisites

Biology 101; one unit of high school chemistry or equivalent; one unit of high school algebra or equivalent.

A. General Education Courses

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3

		Credit Hours
B. Major Courses		
MLT 101	Introduction to Medical Laboratory Technology	2
MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 110	Hematology	4
MLT 115	Immunology	3
MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
MLT 219	Clinical Instrumentation	3
MLT 241	Medical Lab Transition	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
MLT 270	Clinical Application	12

C. Electives and/or other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.
- For more information on clinical laboratory careers, visit our website at www.stcsc.edu/hhs/medlab.

Minimum semester credit hours required for graduation: 77-78

Multi-Skilled Health Technology

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 1 term day

Program Description

Multi-skilled health technology students administer basic nursing care, collect lab specimens, administer simple respiratory care, perform electrocardiograms and other selected patient care under the direction of licensed medical staff.

Practical Experience

Students gain technical skills during lab simulations and rotations in affiliated hospitals and healthcare agencies

Professional Opportunities

Nursing assistant, phlebotomist or multi-skilled health technicians in hospitals, clinics and home health agencies

Unique Aspects
Graduates are eligible to apply to take the phlebotomy technician exam.

Course Requirements for Multi-Skilled Health Technology

Credit Hours

A. General Education Courses
No general education courses required.

B. Major Courses

AHS 140	Therapeutics for Health	3
AHS 144	Phlebotomy Practicum	5
AHS 151	Health Care Procedures I	5
AHS 156	Electrocardiography Practicum	1
AHS 158	Nurse Assisting Techniques II	2

C. Electives and/or Other Additional Courses Required for Graduation
- No electives required for this program.
- SLED checks will be conducted on all students after admission into the program.
- CPR (adult, infant and children) completed upon admission into the program.
- Clinical HIPAA requirements including satisfactory completion of the test (computerized program)
- OSHA requirements with satisfactory completion acknowledged by printed certificates (computerized program)
- Immunization form/health history form

Minimum semester credit hours required for graduation: 16

Nursing
Associate Degree

Program Start Date: Fall or spring terms for generic students; summer (current practicing LPNs only)
Minimum Program Length: 5 terms, day or evening

Program Description
The Associate Degree in Nursing Program (ADN) curriculum prepares individuals to assume responsibilities as direct care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is health promotion, maintenance, curative, restorative, supportive and terminal care to individuals and groups of all ages, taking into consideration the factors that influence them in the total environment.

Practical Experience

Students gain interpersonal and technical skills through rotations in affiliated hospitals, doctors' offices, clinics and health care facilities, and lab simulations.

Professional Opportunities

Registered nurses practice in hospitals, doctors' offices, nursing homes, clinics and community agencies.

Unique Aspects

Students must have a minimum GPA of 2.5 in all required nursing curriculum general education courses attempted prior to seeking admission to the program. Students must have completed MAT 110 or MAT 120 with a "C" or better prior to entry into the program. Weighted admission criteria are used in the selection of students for entry into the ADN program. Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Course Requirements for Associate Degree in Nursing

Course Recommendation

It is highly recommended that the following courses be completed prior to seeking admission into the Associate Degree in Nursing Program: BIO 210, BIO 211, BIO 225. A Compass college algebra score of 46 or above and a transferable math (MAT 110 or MAT 120) is required in order for the student to take NUR 106 in the first semester of the student's curriculum. Students are encouraged to take AHS 102. This program is a hybrid Web enhanced program.

		Credit Hours
Prerequisites		
MAT 110 or MAT 120		3
A. General Education Courses		
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
PSY 201	General Psychology	3
Humanities transferrable elective		3
B. Major Courses		
CPT 101	Introduction to Computers	3
NUR 106	Pharmacologic Basics in Nursing Practice	2
NUR 107	Nutrition and Diet Therapy	1
NUR 120	Basic Nursing Concepts	7
NUR 163	Nursing Across the Lifespan I	2

		Credit Hours
NUR 165	Nursing Concepts and Clinical Practice I	6
NUR 214	Mental Health Nursing	4
NUR 230	Physical Assessment	3
NUR 263	Nursing Across Life Span II	4
NUR 264	Nursing Across Life Span III	4
NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 270	Principles of Management and Leadership	1

C. Electives and/or Other Additional Courses Required for Graduation

The Associate Degree in Nursing Program is designed with multiple entry and exit points to allow flexibility for both traditional and non-traditional students to complete the curriculum and enter the workforce to reduce the nursing shortage existing within the STC service area. After the first three semesters, a student may opt to exit and take the NCLEX-PN exam, a national licensure exam. Upon successfully passing the licensure examination, he or she may practice as a licenced practical nurse (LPN). If the student chooses to continue his or her education within this program, he or she would be able to take the NCLEX-RN exam after completing coursework (additional two semesters).

Individuals who are currently practicing as an LPN must take and successfully pass NUR 203. After two additional semesters, he or she may sit for the NCLEX-RN exam. General education courses specified within the curriculum may be taken simultaneously with the NUR courses. The ADN Program uses a weighted admission point system to admit qualified applicants. Information on this process may be obtained from the program department head. The minimum grade point average for admission into this program is 2.5.

Subsequent to passing the NCLEX-RN, the registered nurse may practice in hospitals, outpatient surgery centers and specialized physicians' offices.

Minimum semester credit hours required for graduation: 67

Pharmacy Technician

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 2 consecutive terms, day; clinical may involve evening or weekend hours.

Program Description

Pharmacy technician students perform basic medication preparation and record keeping functions, and under the supervision of a pharmacist assist in a wide variety of skilled activities necessary for the dispensing of drugs and drug information.

Practical Experience

Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating and preparing drugs for dispensing.

Professional Opportunities

Pharmacy technicians in retail, hospital, nursing homes, doctors' offices, schools, home health pharmacies, as well as sales and technical support positions for drug manufacturers and software companies

Unique Aspects

Graduates are eligible to apply to take the Pharmacy Technician Certification Examination.

Registration and Certification

Pharmacy Technician students are required to be registered with the SC Department of Labor, Licensing and Regulation and the SC Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a $40 fee. The application asks the following two questions:

1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?

2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the state board will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam include the statement you must "have never been convicted of a felony".

Therefore students who have been convicted of a felony will not be eligible to take the national certification examination, and students who have been convicted of any

criminal or civil charges (other than minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

Course Requirements for Pharmacy Technician

Credit Hours

Prerequisites

- One unit of high school biology or chemistry or equivalent
- MAT 101

A. General Education

None

B. Major Courses

AHS 125	Allied Health Sciences	4
PHM 101	Introduction to Pharmacy	3
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 124	Therapeutic Agents II	3
PHM 151	Pharmacy Clinical Experience	9

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 25

Pre-Occupational Therapy Assistant (Phase I)

Certificate

Program Start Date: Any term

Minimum Program Length: 2 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Occupational therapy assistants provide services to those whose abilities to cope with basic tasks of living, work and leisure are threatened or impaired by developmental deficits, the aging process, poverty, cultural differences, physical injury or illnesses, or psychological and social disability.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations (Phase II) at Greenville Technical College.

Professional Opportunities

Occupational therapy assistants in hospitals, nursing homes, mental health facilities, rehabilitation centers, schools, camp, private homes or community agencies

Unique Aspects

The pre-occupational therapy assistant certificate (Phase I) is offered for students who wish to apply for Phase II at Greenville Technical College (GTC). Acceptance into Phase II is based on GTC's admission policies. Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.5 GPA with no less than a "C" in each course. There is a five-year time limit from the time the following courses are taken until entry into Phase II: BIO 210, BIO 211, CPT 101 and MAT 110 or MAT 120.

Course Requirements for Pre-Occupational Therapy Assistant - Phase I

		Credit Hours
A. General Education Courses		
AHS 102	Medical Terminology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
PSY 212	Abnormal Psychology	3
SPC 205	Public Speaking	3
Elective (Humanities- Choose from PHI 105*, PHI 110 or SPA 101)		3
*GTC course		

B. Major Courses

- All occupational therapy assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective (humanities): A student must complete one elective which totals at least three semester credit hours and must meet Greenville Technical College's humanities requirements.

Pre-Physical Therapist Assistant (Phase I)

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms, day or evening

Program Description

Physical therapy assistants provide direct patient care to individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations (Phase II) at Greenville Technical College.

Professional Opportunities

Physical therapist assistants in hospitals and rehabilitation centers

Unique Aspects

The pre-physical therapist assistant certificate (Phase I) is offered for students who wish to apply for Phase II at Greenville Technical College (GTC). Acceptance into Phase II is based on GTC's admission policies. Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.5 GPA with no less than a "C" in each course. There is a five-year time limit from the time the following courses are taken until entry into Phase II: BIO 210, BIO 211 and CPT 101.

Course Requirements for Pre-Physical Therapist Assistant - Phase I

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I	3
AHS 102	Medical Terminology	3
	OR	
AHS 104	Medical Vocabulary / Anatomy	
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	
PSY 201	General Psychology	3
PSY 203	Human Growth & Development	3

		Credit Hours
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communications	
Elective (humanities)		3

B. Major Courses

- All physical therapist assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective (humanities): A student must complete one elective which totals at least three semester credit hours and must meet Greenville Technical College's humanities requirements.

Radiography

Associate Degree

Program Start Date: Fall term

Minimum Program Length: 6 consecutive terms day

Program Description

Radiography students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience

Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals.

Professional Opportunities

Registered radiographers in hospitals, clinics and specialized doctors' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and special angio-vascular procedures.

Unique Aspects

Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiography Program is accredited by the

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606--3812
(312)704-5300
e-mail: mail@jrcert.org

Course Requirements for Radiography

		Credit Hours
Prerequisites		
• AHS 102	Medical Terminology	3
• High school algebra and biology or chemistry or equivalent		
• MAT 101	Beginning Algebra	3
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
AHS 110	Patient Care Procedures	2
RAD 105	Radiographic Anatomy	4
RAD 110	Radiographic Imaging I	3
RAD 115	Radiographic Imaging II	3
RAD 121	Radiographic Physics	4
RAD 130	Radiographic Procedures I	3
RAD 136	Radiographic Procedures II	3
RAD 165	Applied Radiography II	5
RAD 176	Applied Radiography III	6
RAD 201	Radiation Biology	2
RAD 205	Radiographic Pathology	2
RAD 220	Selected Imaging Topics	3
RAD 230	Radiographic Procedures III	3
RAD 257	Advanced Radiography I	7
RAD 268	Advanced Radiography II	8
RAD 278	Advanced Radiography III	8
RAD 282	Imaging Practicum	2
RAD 283	Imaging Practicum	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 91

Respiratory Care

Associate Degree

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description

Respiratory care students assess a patient's need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience

Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated healthcare agencies.

Professional Opportunities

Certified and registered respiratory therapists in hospitals, home care programs, nursing homes and doctors' offices

Unique Aspects

Graduates are eligible to apply to take the national certification and the registry examinations to become certified and registered respiratory therapists. Graduates must first successfully complete the entry-level certification exam before they can take the registry exams.

Course Requirements for Respiratory Care

Prerequisites

- One unit high school biology or chemistry or equivalent
- One unit high school algebra or equivalent

		Credit Hours
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3
B. Major Courses		
AHS 104	Medical Vocabulary / Anatomy	3
AHS 111	Health Related Sciences	4
AHS 124	Anatomy and Physiology for Respiratory Care	4

		Credit Hours
AHS 126	Health Calculations	1
RES 111	Pathophysiology	2
RES 121	Respiratory Skills I	4
RES 123	Cardiopulmonary Physiology	3
RES 131	Respiratory Skills II	4
RES 141	Respiratory Skills III	3
RES 151	Clinical Applications I	5
RES 154	Clinical Applications II	4
RES 204	Neonatal/Pediatric Care	3
RES 232	Respiratory Therapeutics	2
RES 241	Respiratory Care Transition	1
RES 242	Advanced Respiratory Care Transition	1
RES 244	Advanced Respiratory Skills I	4
RES 245	Advanced Respiratory Skills II	2
RES 246	Respiratory Pharmacology	2
RES 255	Clinical Practice	5
RES 275	Advanced Clinical Practice	5
RES 277	Advanced Clinical Practice II	5

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals a minimum of 2.0 credit hours.

Minimum semester credit hours required for graduation: 84

Surgical Technology

Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms day

Program Description

Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience

Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals and doctors' offices during the second and third terms.

Professional Opportunities

Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, doctors' offices, veterinary hospitals, medical sales, and for organ and tissue procurement teams

Unique Aspects

Graduates are eligible to apply to take the Liaison Council on Certification for the Surgical Technologist's national certifying examination to become certified surgical technologists.

Course Requirements for Surgical Technology

Credit Hours

Prerequisites

- One unit high school biology or chemistry or equivalent
- One unit of high school algebra or equivalent
- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary / Anatomy 3

A. General Education Courses

ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

B. Major Courses

SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
SUR 103	Surgical Procedures I	4
SUR 106	Advanced Surgical Procedures	2
SUR 107	Surgical Specialty Procedures	3
SUR 108	Surgical Anatomy I	3
SUR 109	Surgical Anatomy II	3
SUR 112	Surgical Practicum I	4
SUR 114	Surgical Specialty Practicum	7
SUR 120	Surgical Seminar	2
SUR 130	Biomedical Science for the Surgical Technologist	1

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 48

Therapeutic Massage

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 consecutive terms, evening (clinical may involve daytime and evening hours)

Program Description

The Therapeutic Massage Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skill, with an emphasis on personal and professional development, along with increased self-awareness and sensitivity. Therapeutic massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. A practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Our graduates enjoy the benefits of being of service to others and having work that is meaningful.

Practical Experience

During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an in-school clinic during regular evening class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day; therefore, a student who works during the day will have to make special arrangements with their supervisors to complete the required 14 clinic hours per week in addition to evening classes. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

Professional Opportunities

There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects

Upon graduation from the program, students are eligible to apply to the National Certification Board for Therapeutic Massage and Bodywork to be tested for National Certification. Following National Certification, students may then apply to the South Carolina Labor and Licensing Board for state licensing to practice in South Carolina.

Course Requirements for Therapeutic Massage

Credit Hours

Prerequisites

One unit of high school biology or chemistry or equivalent

A. General Education

None

B. Major Course

BIO 110	General Anatomy and Physiology	3
BIO 238	Musculoskeletal System Anatomy	3
PTH 120	Introduction to Massage	4
PTH 121	Principles of Massage I	4
PTH 122	Principles of Massage II	4
PTH 123	Massage Clinical I	3
PTH 124	Massage Business Application	3
PTH 125	Massage Externship	4

C. Elective and/or Additional Courses Required for Graduation

- No electives required for this program.
- Must be at least 18 years old.

Minimum semester credit hours required for graduation: 28

Notes

Industrial and Engineering Technologies

Engineering Technology Programs of Study

	Level	*Program Start*	*Minimum Program Length*	*Page No.*
Architectural Computer Aided Drafting	Certificate	Fall	3 terms (day)	147
Civil Engineering Technology	Associate	Any	4 terms (day)	148-149
Electronics Engineering Technology	Associate	Any	6 terms (day)	150-151
General Technology - Engineering Technology	Associate	Any	Varies	152-153
Mechanical Computer Aided Drafing	Certificate	Fall	3 terms (day)	153-154
Mechanical Engineering Technology	Associate	Any	6 terms (day)	154-155

Architectural Computer Aided Drafting

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day

Program Description

Architectural Computer Aided Drafting students learn the basic skills in architectural drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, architectural drafter, print reader, checker.

Unique Aspects

Courses from this certificate will apply toward an Associate Degree in Civil Engineering Technology.

Course Requirements for Architectural Computer Aided Drafting

		Credit Hours
A. General Education Courses		
MAT 102	Intermediate Algebra	3
MAT 168	Geometry and Trigonometry	3
ENG 101	English Composition I	3
B. Major Courses		
AET 103	International Building and Residential Codes	3
AET 105	Construction Documents	3
AET 111	Architectural Computer Graphics I	3
AET 221	Architectural Computer Graphics II	4
EGR 102	Introduction to Industrial/ Engineering Careers	1
EGR 103	Preparation for Engineering Technology	2
EGR 194	Statics and Strength of Materials	4
EGT 127	Descriptive Geometry for Drafters	3
EGT 151	Introduction to CAD	3
EGT 155	Intermediate CAD	2
EGT 252	Advanced CAD	3

Minimum semester credit hours required for graduation: 40

Civil Engineering Technology

Associate Degree

Program Start Date: Any term
Minimum Program Length: 4 terms day

Program Description

Civil engineering technology students develop skills in design and drafting, material testing, construction cost estimating, construction document interpretation, building code interpretation, and basic surveying for construction of commercial projects and residential buildings.

Practical Experience

Students gain practical experience accomplishing basic building component design, operating a CAD system, interpreting drawings and specifications, inspecting construction sites, testing soils and building materials, and conducting boundary surveys.

Professional Opportunities

Construction Manager, Construction Supervisor, Civil Engineering Technician, Construction Estimator, Quality Control Technician, Geotechnical Technician, Environmental Technician, CAD Operator, Building Inspector, Survey Party Chief

Unique Aspects

An articulation agreement allows STC students to transfer as candidates for the Bachelor of Science in Construction Science and Management from Clemson University. STC student who complete the CET associates degree with a minimum GPA of 2.5 and who have at least 60 transferable hours of credit as directed by their advisor are granted junior standing at Clemson and accepted into the Department of Construction Science and Management.

The Civil Engineering Technology program is accredited by the Technology Accreditation Board for Engineering and Technology, Inc. (ABET), 111 Market Place, Suite 150, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Civil Engineering Technology

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
PHY 201 Physics I	4
PHY 202 Physics II	4
Fine Arts/Humanities	3
Second Communications Requirement	3

	Credit Hours
Social/Behavioral Science	3
Transfer math to include Algebra, Trigonometry and Introduction to Calculus	8

B. Major Courses

AET 101	Building Systems I	3
AET 105	Construction Documents	3
CET 105	Surveying I	3
CET 120	Construction Materials	3
CET 210	Strength of Materials	3
CET 216	Soil Mechanics	3
CET 218	Hydraulics	3
CET 220	Concrete and Steel Design	3
CET 235	Construction Methods and Estimating	3
CPT 101	Introduction to Computers	3
EGR 102	Introduction to Industrial/ Engineering Careers	1
EGR 190	Statics	3
EGT 151	Introduction to CAD	3
EGT 155	Intermediate CAD	2

C. Electives and/or Other Additional Courses Required for Graduation:

Elective	2

Minimum semester credit hours required for graduation: 69

D. Transfer Credits:

The student must take a minimum of 8 additional credit hours from the following bridge courses to transfer to Clemson University's Department of Construction Science and Management.

ACC 101	Accounting Principles I	3
ART 101	Art History	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
Literature		3

Students who plan to continue their education at the university level, should consult their advisor for courses that are considered university transfer.

Electronics Engineering Technology

Associate Degree

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician.

Unique Aspects

Students may be able to continue their education at the university level. They should consult their advisor for courses which are considered university transfer.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (ABET), 111 Market Place, Suite
1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Electronics Engineering Technology

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
PHY 201 Physics I	4
Second Lab Science	4
Communications	3
Fine Arts or Humanities	3
Social/Behavioral Science	3
Transfer math to include Algebra, Trigonometry and Introduction to Calculus	8

B. Major Courses

		Credit Hours
EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 131	Active Devices	4
EET 141	Electronics Circuits	4
EET 145	Digital Circuits	4
EET 235	Programmable Controllers	3
EET 251	Microprocessor Fundamentals	4
EET 273	Electronics Senior Project	1
EGR 103	Introduction to Engineering Technology	2
EGR 112	Engineering Programming	3
TEL 202	Concepts of Telecommunications	3

C. Electives and/or Other Additional Courses Required for Graduation:

Technical Specialties: Choose 8 credits (minimum) from any of the following courses-

Computers and Telecommunications:
CPT 285 (3.0), CPT 209 (3.0), EET 241(4.0), EET 221 (3.0)

Networking:
IST 201(3.0), IST 202 (3.0), IST 203 (3.0), IST 204 (3.0)

Industrial and Automated Manufacturing:
EEM 211(3.0), EEM 221(3.0), AMT 105(3.0), AMT 205 (3.0), AMT 206 (2.0)

Computer Aided Drafting:
EGT 151 (3.0), EGT 155(2.0), EGT 252(3.0)

Students must complete one elective course with a minimum of 2.0 credit hours

Minimum semester credit hours required for graduation: 74

General Technology

Associate Degree
Major: Engineering Technology

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description
Students will major in Engineering Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience
Students gain experience in manufacturing processes, electronic circuits, computer aided drafting, and other industrial areas based on their choice of secondary specialty.

Professional Opportunities
Engineering technician, installing and repair of operation equipment, industrial technician.

Unique Aspects
Flexibility is the unique feature of this program which is designed to enable the student to work with their academic advisor in structuring their technical specialty to meet personal career goals or professional objectives in response to their employer.

Course Requirements for General Technology-Engineering Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 102 Intermediate Algebra**	3
MAT 168 Geometry and Trigonometry**	3
Six hours of approved Mathematics to include a combination of Algebra, Trigonometry and/or Geometry	
Humanities/Fine Arts	3
OR	
Social/Behavioral Science	3

Credit Hours

B. Major Courses

Primary Technical Specialty: 28
CPT 101, EET 113, EGR 175, EGR 194, EGT 104, EGT 110, EGT 151, PHS 101

Secondary Technical Specialty: 12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Additional Courses Required for Graduation:

Choose from any non-transitional courses (requires academic advisor approval): 15

Minimum semester credit hours required for graduation: 70

Mechanical Computer Aided Drafting

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day

Program Description

Mechanical Computer Aided Drafting students learn the basic skills in Mechanical drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in Mechanical drawing and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, Mechanical drafter, print reader, checker.

Unique Aspects

Courses from this certificate will apply toward an Associate Degree in Mechanical Engineering Technology.

Course Requirements for Mechanical Computer Aided Drafting

Credit Hours

A. General Education Courses

ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
MAT 168	Geometry and Trigonometry	3

B. Major Courses

EGR 103	Preparation For Engineering Technology	2
EGR 175	Manufacturing Processes	3
EGR 194	Statics and Strength of Materials	4
EGT 104	Print Reading	3
EGT 110	Engineering Graphics I	4
EGT 115	Engineering Graphics II	4
EGT 127	Descriptive Geometry for Drafters	3
EGT 151	Introduction to CAD	3
EGT 155	Intermediate CAD	2
EGT 252	Advanced CAD	3

Minimum semester credit hours required for graduation: 40

Mechanical Engineering Technology

Associate Degree

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description
Mechanical engineering technology students gain skills necessary to assist engineers in designing, assembling, testing, maintaining, and troubleshooting equipment, products, processes, and facilities for business and industry. They also develop skills in computer graphics, engineering mechanics, material science and mechanical design applications.

Practical Experience
Students gain experience in geometric construction principles, applications of CAD, spreadsheet applications, mechanical component selection, problem solving, and teamwork.

Professional Opportunities
CAD Designer, Technical Manager, Troubleshooter, Die Design, Plant Manager, Maintenance Supervisor, Network Specialist, General Contractor

Unique Aspects
Students may be able to continue their education at the university level. They should consult their advisor for courses which are considered university transfer.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Mechanical Engineering Technology

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I	3
PHY 201	Physics I	4
Second Lab Science		4
Second Communications		3
Fine Arts or Humanities		3
Social/Behavioral Science		3
Transfer math to include Algebra, Trigonometry and Introduction to Calculus		8
B. Major Courses		
EGR 124	Engineering Spreadsheet Applications	2
EGR 170	Engineering Materials	3
EGR 175	Manufacturing Processes	3
EGR 190	Statics	3
EGT 104	Print Reading	3
MET 211	Strength of Materials	4
MET 214	Fluid Mechanics	3
MET 224	Hydraulics and Pneumatics	3
MET 231	Machine Design	4
MET 240	Mechanical Senior Project	1

C. Electives and/or Other Additional Courses Required for Graduation:

Technical Specialties: Choose 12 credits (minimum) from any of the following courses-

Automotive:
AUT 107 (4), AUT 145 (3), AUT 160 (1), AUT 245 (5)

Manufacturing:
MTT 121 (3), MTT 122 (4), MTT 123 (3), MTT 124 (4)

Mechanical Computer Aided Design:
EGT 151 (3), EGT 110 (4), EGT 115 (4), EGT 252 (3)

Electro/Mechanical:
EET 111 (4), EET 112 (4), EET 235 (3)

Students must complete one elective course with a minimum of 2.0 credit hours

Minimum semester credit hours required for graduation: 71

Notes

Industrial Technology Programs of Study

	Level	*Program Start*	*Minimum Program Length*	*Page No.*
Automotive Technology Ford Asset	Associate	Fall	6 terms (day)	158-159
Automotive Technology - Automotive Service Technology	Associate	Fall	6 terms (day)	160-161
General Technology - Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate	Any	Varies	162-163
General Technology - Industrial Electricity	Associate	Any	Varies	163-164
General Technology - Industrial Electronics Technology	Associate	Any	Varies	164-165
General Technology - Industrial Electronics Technology with Automated Manufacturing Option	Associate	Any	Varies	166-167
General Technology - Industrial Mechanics	Associate	Any	Varies	167-168
General Technology - Machine Tool Technology	Associate	Any	Varies	168-169
General Technology - Welding	Associate	Any	Varies	170-171
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Certificate	Fall	3 terms (day or evening)	171
Industrial Electricity	Certificate	Fall, Spring	3 terms (day or evening)	172
Industrial Electronics Technology	Associate	Fall, Spring	5 terms (day)	173-174
Industrial Electronics Technology- Automated Manufacturing Technology	Associate	Fall, Spring	5 terms (day)	174-175
Industrial Mechanics	Diploma	Any	3 terms (day) 6 terms (evening)	176-177
Machine Tool Technology	Associate	Any	5 terms (day) 6 terms (evening)	177-178
Machine Tool Technology	Certificate	Any	3 terms (evening)	178-179
Welding	Certificate	Any	3 terms (evening)	179-180
Welding	Diploma	Any	3 terms (day) 4 terms (evening)	180-181

Automotive Technology FORD ASSET

Associate Degree

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description

Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications.

Practical Experience

Students use cooperative work experiences at sponsoring Ford, Lincoln-Mercury or Mazda dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, service advisor, shop foreman, service manager

Unique Aspects

Students in Ford ASSET are required to complete any preparatory courses prior to being accepted into the program. They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training program.

Course Requirements for Automotive Technology FORD ASSET

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
ENG 101 English Composition I	
ECO 101 Basic Economics	3
OR	
Other Humanities/Fine Arts	
OR	
Other Social/Behavioral Science	
HSS 205 Technology and Society	3
OR	
Other Humanities/Fine Arts	

		Credit Hours
MAT 155	Contemporary Mathematics	3
	OR	
MAT 101	Beginning Algebra	
	OR	
MAT 102	Intermediate Algebra	
	OR	
MAT 110	College Algebra	
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		

B. Major Courses

AUT 107	Advanced Engine Repair	4
AUT 111	Brakes	3
AUT 115	Manual Drive Train/Axle	3
AUT 132	Automotive Electricity	4
AUT 142	Heating and Air Conditioning	3
AUT 145	Engine Performance	3
AUT 160	Introduction to Automotive Technology	1
AUT 165	Environmental Management	3
AUT 221	Suspension and Steering Diagnosis	3
AUT 231	Automotive Electronics	4
AUT 232	Automotive Accessories	2
AUT 245	Advanced Engine Performance	5
AUT 251	Automatic Transmission Overhaul	5
CWE 114	Cooperative Work Experience I	4
CWE 124	Cooperative Work Experience II	4
CWE 132	Cooperative Work Experience III	2
CWE 214	Cooperative Work Experience IV	4
CWE 224	Cooperative Work Experience V	4
CWE 232	Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

Automotive Technology - Automotive Service Technology

Associate Degree

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description

Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, and special service tools and equipment.

Practical Experience

Students use cooperative work experiences at approved automotive service facilities (or equivalent *) to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, fleet technician, service advisor, shop foreman, service manager

Unique Aspects

Students in the automotive technology programs are required to complete any preparatory courses prior to being accepted into the program. Changes in cooperative work experience sponsors requires the department head approval.
*Equivalent courses may be substituted for co-op work experience with permission and recommendation of department head.

Course Requirements for Automotive Technology-Automotive Service Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
ENG 101 English Composition I	
ECO 101 Basic Economics	3
OR	
Other Humanities/Fine Arts	
OR	
Other Social/Behavioral Science	

		Credit Hours
HSS 205	Technology and Society	3
	OR	
Other Humanities/Fine Arts		
MAT 155	Contemporary Mathematics	3
	OR	
MAT 101	Beginning Algebra	
	OR	
MAT 102	Intermediate Algebra	
	OR	
MAT 110	College Algebra	
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		

B. Major Courses

AUT 107	Advanced Engine Repair	4
AUT 111	Brakes	3
AUT 115	Manual Drive Train/Axle	3
AUT 132	Automotive Electricity	4
AUT 142	Heating and Air Conditioning	3
AUT 145	Engine Performance	3
AUT 160	Introduction to Automotive Technology	1
AUT 165	Environmental Management	3
AUT 221	Suspension and Steering Diagnosis	3
AUT 231	Automotive Electronics	4
AUT 232	Automotive Accessories	2
AUT 245	Advanced Engine Performance	5
AUT 251	Automatic Transmission Overhaul	5
CWE 114	Cooperative Work Experience I	4
CWE 124	Cooperative Work Experience II	4
CWE 132	Cooperative Work Experience III	2
CWE 214	Cooperative Work Experience IV	4
CWE 224	Cooperative Work Experience V	4
CWE 232	Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

General Technology

Associate Degree

Major: Heating, Ventilation, Air Conditioning and Refrigeration Technology

Program Start Date: Any term

Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC technician, electrical controls technician

Unique Aspects

Students complete a certificate in HVAC and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Heating, Ventilation, Air Conditioning and Refrigeration Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3
B. Major Courses	
Primary Technical Specialty:	30
ACR 101, ACR 106, ACR 110, ACR 120, ACR 130, ACR 140, ACR 210, ACR 224	

	Credit Hours
Secondary Technical Specialty:	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	

C. Electives and/or Other Hours Required for Graduation

ACR 122, ACR 221, ACR 240:	10
Elective	3

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Industrial Electricity

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Industrial Electricity and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical / electronic equipment installer, electronics salesperson, electrical maintenance technician, general electrical technician

Unique Aspects

Students complete a certificate in Industrial Electricity and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Industrial Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	

	Credit Hours
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3

B. Major Courses

Primary Technical Specialty: 29
EEM 105, EEM 117, EEM 121, EEM 145, EEM 151, EEM 152, EEM 162, EEM 211, EEM 201

Secondary Technical Specialty: 12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation

EEM 107, EEM 251	5
Elective	9

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Industrial Electronics Technology

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Industrial Electronics and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant technician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Unique Aspects

Students complete Industrial Electronics courses and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Industrial Electronics Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3
B. Major Courses	
Primary Technical Specialty:	29
EEM 105, EEM 117, EEM 121, EEM 145, EEM 151, EEM 162, EEM 201, EEM 211, EEM 240	
Secondary Technical Specialty:	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	
C. Electives and/or Other Hours Required for Graduation	
Electives	14

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Industrial Electronics Technology - Automated Manufacturing Option

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Industrial Electronics-Automated Manufacturing and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities

Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Unique Aspects

Students complete Industrial Electronics/Automated Manufacturing courses and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Industrial Electronics Technology - Automated Manufacturing Option

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3
B. Major Courses	
Primary Technical Specialty:	28
AMT 105, AMT 205, EEM 117, EEM 151, EEM 201, EEM 211, EEM 251, EEM 252, IMT 102	

	Credit Hours
Secondary Technical Specialty:	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	

C. Electives and/or Other Hours Required for Graduation

Electives	15

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Industrial Mechanics

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Industrial Mechanics and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in installing, maintaining, repairing and rebuilding industrial equipment using drafting equipment, testing equipment and hand and power tools.

Professional Opportunities

Industrial plant mechanic, machinery rebuilder, millwright, process control technician

Unique Aspects

Students complete a diploma in Industrial Mechanics and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Industrial Mechanics

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3

Credit Hours

B. Major Courses

Primary Technical Specialty: 30
EEM 105, EEM 151, IMT 102, IMT 104, IMT 112, IMT 120, IMT 124, IMT 160, IMT 161, IMT 170

Secondary Technical Specialty: 12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation

EEM 107, IMT 131	6
Electives	7

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Machine Tool Technology

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Machine Tool Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools to produce precision metal parts.

Professional Opportunities

Maintenance machinist, machinist, machine operator, and quality control inspector

Unique Aspects

Students complete Machine Tool courses and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Machine Tool Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3
B. Major Courses	
Primary Technical Specialty:	29
EGT 104, EGT 108, EGT 151, MTT 121, MTT 122, MTT 123, MTT 124, MTT 125, MTT 126	
Secondary Technical Specialty:	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	
C. Electives and/or Other Hours Required for Graduation	
Electives	14

Minimum semester credit hours required for graduation: 70

General Technology

Associate Degree
Major: Welding

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Welding and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Students complete the Welding certificate or diploma and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

Course Requirements for General Technology in Welding

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3
B. Major Courses	
Primary Technical Specialty:	28
WLD 103, WLD 106, WLD 113, WLD 115, WLD 117, WLD 132, WLD 136, WLD 208, WLD 212	
Secondary Technical Specialty:	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	
C. Electives and/or Other Hours Required for Graduation	
WLD 105, WLD 154	5
Electives	10

Minimum semester credit hours required for graduation: 70

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening

Program Description

Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC technician, electrical controls technician

Course Requirements for Heating, Ventilation, Air Conditioning and Refrigeration Technology

A. General Education Courses

- None

B. Major Courses

		Credit Hours
ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC	4
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 122	Principles of Air Conditioning	5
ACR 130	Domestic Refrigeration	4
ACR 140	Automatic Controls	3
ACR 210	Heat Pumps	4
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 40

Industrial Electricity

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day or evening

Program Description

Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronic salesperson, electrical maintenance person, general electrical worker

Unique Aspects

Courses from this certificate will apply towards an associate degree in industrial electronics or automated manufacturing technology.

Course Requirements for Basic Electronics

		Credit Hours
A. General Education Courses		
None		
B. Major Courses		
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEm 120	Electronic Devices I	3
EEM 121	Electrical Measurements	3
EEM 145	Control Circuits	3
EEM 151	Motor Controls I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 211	AC Machines	3
EEM 251	Programmable Controllers	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 34

Industrial Electronics Technology

Associate Degree

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day

Program Description

Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Course Requirements for Industrial Electronics Technology

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications	3
HSS 205	Technology and Society	3
	OR	
Other Humanities/Fine Arts		
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		
B. Major Courses		
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 121	Electrical Measurements	3
EEM 123	Schematics Analysis	3
EEM 145	Control Circuits	3
EEM 151	Motor Control I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 202	Electronic Devices II	3

		Credit Hours
EEM 211	AC Machines	3
EEM 221	DC/AC Drives	3
EEM 231	Digital Circuits I	3
EEM 240	Basic Microprocessors	4
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
EEM 276	Applied Troubleshooting	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 76

Industrial Electronics Technology
Automated Manufacturing Technology Option
Associate Degree

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day

Program Description

Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience

Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities

Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Course Requirements for Industrial Electronics Technology Automated Manufacturing Technology Option

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
MAT 101 Beginning Algebra	3
MAT 168 Geometry and Trigonometry	3
PSY 103 Human Relations	3
OR	
Other Social/Behavioral Science	
HSS 205 Technology and Society	3
OR	
Other Humanities/Fine Arts	
B. Major Courses	
AMT 101 Automated Manufacturing Overview	2
AMT 105 Robotics and Automated Control I	3
AMT 205 Robotics and Automated Control II	3
AMT 206 Electricity and Automation	2
EEM 105 Basic Electricity	2
EEM 107 Industrial Computer Techniques	2
EEM 117 AC/DC Circuits I	4
EEM 151 Motor Controls I	4
EEM 152 Motor Controls II	4
EEM 201 Electronic Devices I	3
EEM 211 AC Machines	3
EEM 251 Programmable Controllers	3
EEM 252 Programmable Controller Application	3
IMT 102 Industrial Safety	2
IMT 112 Hand Tool Operations	3
IMT 131 Hydraulics and Pneumatics	4
IMT 160 Preventive Maintenance	3
IMT 161 Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 71

Industrial Mechanics

Diploma

Program Start Date: Any term
Minimum Program Length: 3 terms day or 6 terms evening

Program Description

Industrial mechanics students gain skills in blueprint reading, mathematics, statistical quality control, hydraulics, pneumatics, electricity, basic welding, and the use of hand and power tools. They learn to troubleshoot and repair different types of equipment.

Practical Experience

Students acquire experience in installing, maintaining, repairing and rebuilding industrial equipment. They use drafting equipment, test equipment, and hand and power tools.

Professional Opportunities

Industrial plant mechanic, machinery rebuilder, millwright, statistical process control (SPC) technician

Unique Aspects

The program is structured to accommodate swing shift employees.

Course Requirements for Industrial Mechanics

		Credit Hours
A. General Education Courses		
ENG 165	Professional Communications	3
HSS 205	Technology and Society	3
	OR	
Other Humanities/Fine Arts		
	OR	
Other Social/Behavioral Science		
MAT 155	Contemporary Mathematics	3
B. Major Courses		
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EEM 151	Motor Controls I	4
IMT 102	Industrial Safety	2
IMT 104	Schematics	2
IMT 112	Hand Tool Operations	3
IMT 120	Mechanical Installations	5
IMT 124	Pumps	2
IMT 131	Hydraulics and Pneumatics	4

		Credit Hours
IMT 160	Preventive Maintenance	3
IMT 161	Mechanical Power Applications	4
IMT 170	Statistical Process Control	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 45

Machine Tool Technology

Associate Degree

Program Start Date: Any term
Minimum Program Length: 5 terms day or 6 terms evening

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer

Unique Aspects

Courses from this program will apply towards a computer numerical control (CNC) certificate.

Course Requirements for Associate Degree in Machine Tool Technology

		Credit Hours
A. General Education Courses		
ECO 101	Basic Economics	3
	OR	
Other Social/Behavioral Science		
ENG 165	Professional Communications	3
HSS 205	Technology and Society	3
	OR	
Other Humanities/Fine Arts		

		Credit Hours
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3

B. Major Courses

EGT 104	Print Reading	3
EGT 108	Advanced Print Reading and Sketching	2
EGT 151	Introduction to CAD	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 125	Machine Tool Theory III	3
MTT 126	Machine Tool Practice III	4
MTT 141	Metals and Heat Treatment	3
MTT 211	Die Theory	3
MTT 215	Tool Room Machining I	4
MTT 216	Tool Room Machining II	4
MTT 241	Jigs and Fixtures I	2
MTT 250	Principles of CNC	3
MTT 253	CNC Programming and Operations	3
MTT 254	CNC Programming I	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit

Minimum semester credit hours required for graduation: 71

Machine Tool Technology

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading and precision measuring equipment.

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools to produce precision metal parts.

Professional Opportunities
Maintenance machinist, machinist, machine operator and quality control inspector

Unique Aspects
Courses from this program will apply towards an associate degree in machine tool technology or a certificate in computer numerical control (CNC).

Course Requirements for Certificate in Machine Tool Technology

		Credit Hours
A. General Education Courses		
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3
B. Major Courses		
EGT 104	Print Reading	3
EGT 108	Advanced Print Reading and Sketching	2
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 125	Machine Tool Theory III	3
MTT 126	Machine Tool Practice III	4

C. Electives and/or Other Additional Courses Required for Graduation
- None

Minimum semester credit hours required for graduation: 32

Welding
Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description
Welding students acquire skills in blueprint reading, safety and gas, electric arc, MIG and TIG welding.

Practical Experience
Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities
Welder, fitter and fabricator

Course Requirements for Certificate in Welding

A. General Education Courses
- None

B. Major Courses

	Credit Hours
WLD 106 Gas and Arc Welding	4
WLD 113 Arc Welding II	4
WLD 115 Arc Welding III	4
WLD 117 Specialized Arc Welding	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 136 Advanced Inert Gas Welding	2
WLD 208 Advanced Pipe Welding	3
WLD 212 Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation
- None

Minimum semester credit hours required for graduation: 27

Welding
Diploma

Program Start Date: Any term
Minimum Program Length: 3 terms day or 4 terms evening

Program Description
Welding students acquire skills in blueprint reading, safety, gas, electric arc, MIG and TIG welding.

Practical Experience
Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities
Welder, fitter, fabricator

Course Requirements for Diploma in Welding

		Credit Hours
A. General Education Courses		
ECO 101	Basic Economics	3
	OR	
Other Social/Behavioral Science		
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
B. Major Courses		
WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas and Arc Welding	4
WLD 113	Arc Welding II	4
WLD 115	Arc Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 154	Pipefitting and Welding	4
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 42

Notes

Course Descriptions

Explanation of Terms Used in Course Descriptions

Course Listings:

Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College prints class schedules to announce the course offerings available. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the STC website: www.stcsc.edu

Course Number:

Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses.

Course Title:

The official title of the course as specified in the Catalog of Approved Courses.

Class-Lab-Credit:

The credits assigned to each course are determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). One class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience hours equals one credit hour.

Course Descriptions:

The official state description of the course. In a few cases, the College has added to the state description to provide students more information about the course as taught at Spartanburg Technical College.

Prerequisites:

Prerequisites are limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; students must complete prerequisite courses with a grade of C or better. If a course is marked with an asterisk (*), students may exempt that prerequisite via placement score or prior college credit. For example, if a prerequisite course is ENG 100*, students who place higher than ENG 100 on the College's placement test or who have acceptable prior college credit for this course are exempt from the prerequisite. Some prerequisites specify "approval" or "permission," which means permission from the instructor, department head or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite.

Corequisites:

These are courses that are generally taken during the same semester.

College Courses Transferable to Public Institutions:

A course with two asterisks (**) denotes this course is one of 86 technical college courses transferable to public instutitions. Students should verify transferability of the course with their college of choice prior to enrolling in the course. For more information, refer to page 24 of this catalog.

****ACC 101 ACCOUNTING PRINCIPLES I (3-0-3.0)**
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ACC 102 ACCOUNTING PRINCIPLES II (3-0-3.0)**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and capital investment analysis. Additional financial topics covered will include performance management and evaluation, decision analysis, and target costing.
Prerequisite(s): ACC 101 with a minimum grade of "C."

ACC 111 ACCOUNTING CONCEPTS (3-0-3.0)
This course is a study of the principles of the basic accounting functions: collecting, recording, analyzing, adjusting and reporting information. Integrated accounting software simulation is also used.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3.0)
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prerequisite(s): ENG 032*, MAT 101*, RDG 100*

ACC 150 PAYROLL ACCOUNTING (3-0-3.0)
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various payroll forms and records.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3.0)
This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 202 INTERMEDIATE ACCOUNTING II (3-0-3.0)
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Other topics will include cash flow statements and constructing financial statements from incomplete records.
Prerequisite(s): ACC 201 with a minimum grade of "C."

ACC 230 COST ACCOUNTING I (3-0-3.0)
This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 231 COST ACCOUNTING II (3-0-3.0)
This course is a study of the accounting principles involving processing and standard cost systems. Emphasis will be placed on cost variance analysis, joint product and by-product costing, direct costing, break-even analysis, cost-volume profit analysis, budgeting and decision-making.
Prerequisite(s): ACC 230 with a minimum grade of "C."

ACC 246 INTEGRATED ACCOUNTING SOFTWARE (3-0-3.0)
This course includes the use of pre-designed integrated accounting software for accounting problems.
Prerequisite: ACC 101 with a minimum grade of "C."

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5.0)
This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

**See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25*

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4.0)
This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 HEATING FUNDAMENTALS (3-3-4.0)
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.
Prerequisite(s): ACR 106, ACR 140

ACR 120 BASIC AIR CONDITIONING (3-3-4.0)
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.
Prerequisite(s): ACR 101

ACR 122 PRINCIPLES OF AIR CONDITIONING (4-3-5.0)
This course is a study of the air cycle, psychrometrics, load estimating and equipment selection.

ACR 130 DOMESTIC REFRIGERATION (3-3-4.0)
This course is a study of domestic refrigeration equipment.
Prerequisite(s): ACR 101

ACR 140 AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.
Prerequisite(s): ACR 106

ACR 210 HEAT PUMPS (3-3-4.0)
This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): ACR 120, ACR 140

ACR 221 RESIDENTIAL LOAD CALCULATIONS (2-0-2.0)
This course is a study of heat losses/gains in residential structures.
Prerequisite(s): ACR 122

ACR 224 CODES AND ORDINANCES (2-0-2.0)
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240 ADVANCED AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

AET 101 BUILDING SYSTEMS I (3-0-3.0)
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings. The basic International Building Code requirements will also be introduced.
Prerequisite: CET 210 or MET 211

AET 102 BASIC BUILDING CODES (2-0-2.0)
This course is an introduction to the standard building code, CABO, NFPA, ADA and other local code requirements.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032*,

AET 103 INTERNATIONAL BUILDING AND RESIDENTIAL CODES (3-0-3.0)
This course is an introduction to the international building codes and the international residential codes as well as local code requirements.
Prerequisites: MAT 032*. RDG 032*, ENG 032*

AET 105 CONSTRUCTION DOCUMENTS (3-0-3.0)
This course covers the interpretation of residential, commercial and industrial building construction documents, including construction specifications, general conditions and construction industry symbols. Construction contracts and drawings are also introduced.
Prerequisites: MAT 032*, RDG 032*, ENG 032*

AET 107 BASIC DESIGN AND SKETCHING (1-3-2.0)
This course is a study of the fundamentals of color, texture, shape and composition. Free hand sketching is also introduced. Elements of construction documents are explored.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

AET 111 ARCHITECTURAL COMPUTER GRAPHICS I (1-6-3.0)
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Corequisite(s): EGT 150 or EGT 151

AET 221 ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4.0)
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): AET 111

AHS 102 MEDICAL TERMINOLOGY (3-0-3.0)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definitions, and pronunciation.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 104 MEDICAL VOCABULARY/ANATOMY (3-0-3.0)
This course introduces the fundamental principles of medical terminology and includes a general survey of anatomy and physiology.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 110 PATIENT CARE PROCEDURES (2-0-2.0)
This course provides a study of the procedures and techniques used in the general care of the patient.
Prerequisite(s): Admission into program.

AHS 111 HEALTH RELATED SCIENCES (3-3-4.0)
This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.
Prerequisite(s): Successful completion of earlier program requirements.

AHS 113 HEAD AND NECK ANATOMY (1-0-1.0)
This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.
Prerequisite(s): AHS 104 and acceptance into the program.

AHS 118 MEDICAL CODING AND INSURANCE (5-0-5.0)
This course includes a study of coding procedures and their relationship to insurance.
Prerequisite(s): MED 104 and AHS 102 with a minimum grade of "C."
Prerequisite(s) or Corequisite(s): AHS 104

AHS 124 ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (3-3-4.0)
This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.
Prerequisite(s): Admission into program.

AHS 125 ALLIED HEALTH SCIENCES (4-0-4.0)
This course includes a study of basic integrated sciences for health care professionals.
Prerequisite(s): Admission into program.

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AHS 126 HEALTH CALCULATIONS (0-3-1.0)
This course is a study of the mathematical concepts needed in health science studies.
Prerequisite(s): Admission into program.

AHS 140 THERAPEUTICS FOR HEALTH (2-3-3.0)
This course provides a basic study of therapeutic agents applicable to health science and nursing professions.
Prerequisite(s): Admission into program.

AHS 144 PHLEBOTOMY PRACTICUM (2-9-5.0)
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physician's offices.
Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of department head.

AHS 151 HEALTH CARE PROCEDURES I (3-6-5.0)
This course includes a study of fundamental health skills related to the patient/client in all of life's stages.
Prerequisite(s): ENG 032*, MAT 032* and RDG 032* and approval of department head.

AHS 155 SPECIAL TOPICS IN HEALTH CARE (3-0-3.0)
This course emphasizes specialized job-related education in health care.
Prerequisite(s) or Corequisite(s): OST 252 with a minimum grade of "C."

AHS 156 ELECTROCARDIOGRAPHY PRACTICUM (1-0-1.0)
This course provides a detailed study and practice necessary to perform ECGs in a hospital, physician's office or other healthcare settings. The student will be able to perform and interpret basic ECGs.
Prerequisite(s): Admission into program.

AHS 158 NURSE ASSISTING TECHNIQUES II (1-3-2.0)
This course includes the application of nurse assisting techniques in the acute care setting.
Prerequisite(s): Successful completion of earlier program requirements.

AHS 170 FUNDAMENTALS OF DISEASE (3-0-3.0)
This course provides a study of general principles of disease and disorders that affect the human body with an emphasis on symptoms and signs routinely assessed in health care facilities.

AMT 101 AUTOMATED MANUFACTURING OVERVIEW (2-0-2.0)
This course is a survey of automated manufacturing concepts.

AMT 105 ROBOTICS AND AUTOMATED CONTROL I (2-3-3.0)
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 205 ROBOTICS AND AUTOMATED CONTROL II (1-6-3.0)
This course covers installation, testing, troubleshooting, and repairing of automated systems.

AMT 206 ELECTRICITY AND AUTOMATION (0-6-2.0)
This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing, and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes.

****ART 101 ART HISTORY AND APPRECIATION (3-0-3.0)**
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
Prerequisite(s): ENG 100*, RDG 100*

ART 208 ART SINCE 1945 (3-0-3.0)
This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works and the forces that have shaped them.

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

ASL 101 AMERICAN SIGN LANGUAGE I (4-0-4.0)
This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill developments.

ASL 102 AMERICAN SIGN LANGUAGE II (4-0-4.0)
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 101

ASL 201 AMERICAN SIGN LANGUAGE III (3-0-3.0)
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 102

ASL 202 AMERICAN SIGN LANGUAGE IV (3-0-3.0)
This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.
Prerequisite(s): ASL 201

AUT 107 ADVANCED ENGINE REPAIR (3-3-4.0)
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.
Prerequisite(s): AUT 132

AUT 111 BRAKES (2-3-3.0)
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.
Prerequisite(s): AUT 132

AUT 115 MANUAL DRIVE TRAIN/AXLE (2-3-3.0)
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.
Prerequisite(s): AUT 132

AUT 132 IGNITION SYSTEMS (3-0-3.0)
This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, and applications of diagnostics using the oscilloscope and other appropriate test equipment.
Prerequisite(s): AUT 132

AUT 135 AUTOMOTIVE ELECTRICITY (3-3-4.0)
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.
Prerequisite(s): RDG 032*, department head approval

AUT 142 HEATING AND AIR CONDITIONING (2-3-3.0)
This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating and air conditioning systems.
Prerequisite(s): AUT 132

AUT 145 ENGINE PERFORMANCE (3-0-3.0)
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.
Prerequisite(s): AUT 132

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR (2-6-4.0)
This is a basic course for general diagnostic procedures and minor repairs.
Prerequisite(s): AUT 132

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AUT 160 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1.0)
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.
Prerequisite(s): Department head approval
Corequisite(s): AUT 132

AUT 165 ENVIRONMENTAL MANAGEMENT (3-0-3.0)
This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.
Prerequisites: RDG 032*

AUT 221 SUSPENSION AND STEERING DIAGNOSIS (2-3-3.0)
This course covers the diagnosis and repair of front and rear suspension problems, using suspension diagnostic charts, shop manuals and alignment equipment.
Prerequisite(s): AUT 132

AUT 231 AUTOMOTIVE ELECTRONICS (4-0-4.0)
This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment.
Prerequisite(s): AUT 132

AUT 232 AUTOMOTIVE ACCESSORIES (2-0-2.0)
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.
Prerequisite(s): AUT 132

AUT 245 ADVANCED ENGINE PERFORMANCE (4-3-5.0)
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

AUT 251 AUTOMATIC TRANSMISSION OVERHAUL (4-3-5.0)
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.
Prerequisite(s): AUT 132

AUT 262 ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR (0-12-4.0)
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation.
Prerequisite(s): AUT 132

BAF 101 PERSONAL FINANCE (3-0-3.0)
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.
Prerequisite(s): MAT 031*

BAF 260 FINANCIAL MANAGEMENT (3-0-3.0)
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Financial forecasting, operating and financial leverage will also be discussed.
Prerequisite(s): ACC 101 with a grade of "C" or better.

BIO 100 INTRODUCTORY BIOLOGY (3-3-4.0)
This is a course in general biology designed to introduce principles of biology. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): RDG 032*

**See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25*

****BIO 101 BIOLOGICAL SCIENCE I (3-3-4.0)**
This course is a study of the scientificmethod, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100)

****BIO 102 BIOLOGICAL SCIENCE II (3-3-4.0)**
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100)

BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (2-3-3.0)
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100)

BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4.0)
This course is a basic integrated study of the structure and function of the human body. In this course the student will be introduced to the anatomy and physiology of the eleven systems of the human organism. The student will learn the anatomical and physiological vocabulary necessary to understand the primary functions of each system. The course will include a basic chemistry review followed by a description of the four organic molecules of life and their role in living systems.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* and one of any high school/transitional lab science with a "C" or better in all courses.

BIO 205 ECOLOGY (3-0-3.0)
This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*
Corequisite(s): BIO 206

BIO 206 ECOLOGY LAB (0-3-1.0)
This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*
Corequisite(s): BIO 205

****BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4.0)**
This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the functions of each of the following systems: skeletal system, muscular system, integumentary system, nervous system (peripheral and central), and sense organs. The course will include an accelerated basic chemistry review followed by a review of the four organic molecules of life and their role in cell formation and homeostasis. All tissues of the body will be discussed with slide recognition of the various tissue types required.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*; high school biology and high school chemistry or BIO 100 and CHM 100, or BIO 112 (preferred) with any high school or transitional lab science with a grade of "C" or better required in all courses.

****BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4.0)**
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisite: BIO 210 with a grade of "C" or better.

****BIO 225 MICROBIOLOGY (3-3-4.0)**
A detailed study of microbiology as it relates to infection and disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.
Prerequisite: BIO 210, BIO 211 with a grade of "C" or better in both.

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BIO 238 MUSCULOSKELETAL SYSTEM ANATOMY (2-3-3.0)
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation and action.
Prerequisite(s): BIO 110 with a grade of "C" or better, or successful completion of earlier program requirements.

BUS 121 BUSINESS LAW I (3-0-3.0)
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.
Prerequisite(s): ENG 032*, MAT 032*, RDG 100*

BUS 175 INTERNATIONAL BUSINESS (3-0-3.0)
This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual.
Prerequisites: MGT 101 with a minimum grade of "C"

BUS 220 BUSINESS ETHICS (3-0-3.0)
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.
Prerequisites: ENG 032*, MAT 032*, RDG 100*

CET 105 SURVEYING I (2-3-3.0)
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure.
Corequisite(s): MAT 175

CET 120 CONSTRUCTION MATERIALS (2-3-3.0)
This course includes a study of basic materials used in construction, including research of building product specifications.
Prerequisite(s): MAT 175

CET 210 STRENGTH OF MATERIALS (3-0-3.0)
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.
Prerequisite(s) EGR 190

CET 216 SOIL MECHANICS (2-3-3.0)
This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.
Prerequisite(s): MAT 176

CET 218 HYDRAULICS (2-3-3.0)
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and wires. Also included is the study of the physical properties of fluids, hydrostatics, flow of incompressible fluids, orifices, venturis and nozzles.
Corequisite(s): EGR 190

CET 220 CONCRETE AND STEEL DESIGN (3-0-3.0)
This course covers the study of reinforced concrete and steel structural components.
Prerequisite(s): CET 210, EGT 150 or EGT 151 or MET 211

CET 235 CONSTRUCTION METHODS AND ESTIMATION (3-0-3.0)
This course covers basic construction techniques with emphasis on cost estimating.
Corequisite(s): MAT 101* or MAT 152*

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CGC 101 INTRODUCTION TO GRAPHICS TECHNIQUES (1-6-3.0)
This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.
Prerequisite(s): ENG 032* or MAT 032*

CGC 110 ELECTRONIC PUBLISHING (1-6-3.0)
This is an introductory course to the fundamentals of electronic publishing
Prerequisite(s): ENG 032* or MAT 032*

CGC 115 DIGITAL PHOTOGRAPHY (3-0-3.0)
This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.
Prerequisites: ENG 032* and MAT 032*

CGC 122 BASIC OFFSET PRESS OPERATIONS (1-6-3.0)
This course covers the basic competencies required to operate an offset press
Prerequisite(s): MAT 032*

CGC 125 BASIC OFFSET PREPARATION (2-3-3.0)
This course covers the basics of preparing a job to be reproduced from the mechanical stage to preparing the offset printing plate.
Prerequisite(s): CGC 110 with a minimum grade of "C."

CGC 135 COMMERCIAL GRAPHICS OPERATIONS (3-0-3.0)
This course is a study of customer service, cost factors, quality issues and daily operations associated with the commercial graphics industry.

CGC 206 TYPOGRAPHY II (1-6-3.0)
This course covers advanced typography and photocomposition.
Prerequisite(s): CGC 125 and CGC 210 with a minimum grade of "C."

CGC 210 ADVANCED ELECTRONIC PUBLISHING (2-3-3.0)
This course covers a wide range of computer hardware, software and peripherals.
Prerequisite(s): CGC 110 with a minimum grade of "C"

CGC 222 ADVANCED OFFSET PRESS OPERATIONS (1-6-3.0)
This course covers advanced techniques in the operation of the offset press.
Prerequisite(s): CGC 122 with a minimum grade of "C."

CGC 225 IMAGE ASSEMBLY (1-6-3.0)
This course covers an in-depth study of the image assembly techniques used for offset printing.
Prerequisite(s): CGC 101, CGC 110 with a minimum grade of "C."

CGC 235 FINISHING OPERATIONS (2-3-3.0)
This course addresses issues of finishing the printed product following press production. Topics include cutting, folding and binding techniques, proper paper handling, storage and shipping.
Prerequisite(s): CGC 101, CGC 222 with a minimum grade of "C."

CGC 240 SENIOR PROJECT IN COMMERCIAL GRAPHICS (2-3-3.0)
This course consists of advanced projects related to the commercial graphics industry.
Prerequisite(s): Permission

CGC 250 SPECIAL PROJECTS IN COMMERCIAL GRAPHICS (2-3-3.0)
This course consists of special projects related to the commercial graphics industry.
Prerequisite(s): Permission

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CHM 100 INTRODUCTORY CHEMISTRY (3-3-4.0)
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): MAT 032*, RDG 032*

****CHM 110 COLLEGE CHEMISTRY I (3-3-4.0)**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prerequisite(s): ENG 032*, MAT 102*

****CHM 111 COLLEGE CHEMISTRY II (3-3-4.0)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.
Prerequisite(s): CHM 110 with a grade of "C" or better.

****CHM 211 ORGANIC CHEMISTRY I (3-3-4.0)**
This is the first in a sequence of courses that includes nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.
Prerequisite(s): CHM 110 with a grade of "C" or better.

****CHM 212 ORGANIC CHEMISTRY II (3-3-4.0)**
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.
Prerequisite: CHM 211 with a grade of "C" or better.

COL 101 COLLEGE ORIENTATION (1-0-1.0)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Workplace interpersonal and problem-solving skills will be emphasized.

COL 103 COLLEGE SKILLS (3-0-3.0)
This course may include selected topics such as career planning study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3.0)
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 102 BASIC COMPUTER CONCEPTS (3-0-3.0)
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications. Basic hardware and file management will also be covered. This course is designed for the novice computer user not prepared for CPT 101 and may not be substituted for CPT 101.
Prerequisites: RDG 032*

CPT 114 COMPUTERS AND PROGRAMMING (3-0-3.0)
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3.0)
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.
Prerequisite(s): CPT 114, MAT 101* or MAT 152* with a minimum grade of "C."

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CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3.0)
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 172 MICROCOMPUTER DATA BASE (3-0-3.0)
This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3.0)
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176 MICROCOMPUTER OPERATING SYSTEMS (3-0-3.0)
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 178 SOFTWARE APPLICATIONS (3-0-3.0)
Using electronic spreadsheet and relational data base management software programs, this course focuses on complex microcomputer applications.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179 MICROCOMPUTER WORD PROCESSING (3-0-3.0)
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185 EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course introduces the student to development of professional-looking, special purpose windows applications using the graphical user interface of windows.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 206 ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course is a study of advanced techniques for programming with an event-driven language.
Prerequisite(s): CPT 185 with a minimum grade of "C."

CPT 207 COMPLEX COMPUTER APPLICATIONS (3-0-3.0)
This course covers analyzing, designing and implementing computerized solutions to realistic business applications areas.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 209 COMPUTER SYSTEMS MANAGEMENT (3-0-3.0)
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.
Prerequisite(s): CPT 176 and CPT 285 with a minimum grade of "C."

CPT 236 INTRODUCTION TO JAVA PROGRAMMING (3-0-3.0)
This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 242 DATABASE (3-0-3.0)
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database. A microcomputer database package will be used.
Prerequisite(s): CPT 244 with a minimum grade of "C."

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CPT 244 DATA STRUCTURES (3-0-3.0)
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.
Corequisite(s): CPT 114 with a minimum grade of "C."

CPT 246 INTRODUCTION TO XML (3-0-3.0)
This course is an introduction to the extensible markup language (XML) and will examine how SML can be used to describe data in a structured manner for use on the world wide web.
Prerequisite(s): IST 226 with a minimum grade of "C."

CPT 264 SYSTEMS AND PROCEDURES (3-0-3.0)
This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite: CPT 114 with a minimum grade of "C."

CPT 268 COMPUTER END-USER SUPPORT (3-0-3.0)
This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting and interaction with users).
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3.0)
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Integration of word processing, spreadsheet, database and presentation/ graphics production will be emphasized. Topics will include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying worksheet database, templates, customized reports and forms, and importing clips into documents.
Prerequisite(s): CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 272 ADVANCED MICROCOMPUTER DATA BASE (3-0-3.0)
This course emphasizes accessing data bases using advanced concepts in microcomputer data base application software. Techniques include SQL, application generators and techniques in data base programming to generate various applications.
Prerequisite(s): CPT 242 with a minimum grade of "C."

CPT 285 PC HARDWARE CONCEPTS (3-0-3.0)
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.
Prerequisite(s): CPT 114 with a miminum grade of "C."

CPT 290 MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3.0)
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video and various multimedia applications in the design, development and creation of multimedia presentations.
Prerequisite(s): CPT 101 with a minimum grade of "C."

All CWE courses require permission of instructor or department head.
CWE 101 COOPERATIVE WORK EXPERIENCE PREPARATION (1-0-1.0)
This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 113 COOPERATIVE WORK EXPERIENCE I (0-15-3.0)
This course includes cooperative work experience in an approved setting

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4.0)
This course includes cooperative work experience in an approved setting.

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CWE 122 COOPERATIVE WORK EXPERIENCE II (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 123 COOPERATIVE WORK EXPERIENCE II (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 131 COOPERATIVE WORK EXPERIENCE III (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 132 COOPERATIVE WORK EXPERIENCE III (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 133 COOPERATIVE WORK EXPERIENCE III (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 134 COOPERATIVE WORK EXPERIENCE III (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 211 COOPERATIVE WORK EXPERIENCE IV (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 212 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 213 COOPERATIVE WORK EXPERIENCE IV (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 214 COOPERATIVE WORK EXPERIENCE IV (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 222 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 224 COOPERATIVE WORK EXPERIENCE V (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 231 COOPERATIVE WORK EXPERIENCE VI (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 232 COOPERATIVE WORK EXPERIENCE VI (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 233 COOPERATIVE WORK EXPERIENCE VI (0-15-3.0)
This course includes cooperative work experience in an approved setting.

DAT 113 DENTAL MATERIALS (3-3-4.0)
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.
Prerequisite(s): Admission into program.

DAT 115 ETHICS AND PROFESSIONALISM (0-3-1.0)
This course introduces a history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.
Prerequisite(s): Admission into program.

DAT 118 DENTAL MORPHOLOGY (2-0-2.0)
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.
Prerequisite(s): Admission into program.

DAT 121 DENTAL HEALTH EDUCATION (2-0-2.0)
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prerequisite(s): Admission into program.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2.0)
This course provides a study of the business aspect of a dental office.
Prerequisite(s): Successful completion of earlier program requirements.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3.0)
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.
Prerequisite(s): Successful completion of earlier program requirements.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1.0)
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry.
Prerequisite(s): Successful completion of earlier program requirements.

DAT 127 DENTAL RADIOGRAPHY (3-3-4.0)
This course provides the fundamental background and theory for the safe and effective use of X-rays in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prerequisite(s): Successful completion of earlier program requirements.

DAT 154 CLINICAL PROCEDURES I (2-6-4.0)
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.
Prerequisite(s): Admission into program.

DAT 174 OFFICE ROTATIONS (0-12-4.0)
This is an introductory course to a general office with emphasis placed on chairside assisting and office management.
Prerequisite(s): Successful completion of earlier program requirements.

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prerequisite(s): Successful completion of earlier program requirements.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3.0)
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in the course.
Prequisite(s): Approval of department head.
Corequisite(s): Sled check, FBI, health form, student portfolio information obtained

ECD 102 GROWTH AND DEVELOPMENT I (3-0-3.0)
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

**See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25*

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3.0)
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3.0)
This course is an overview of techniques and materials promoting effective family/programs partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3.0)
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 131 LANGUAGE ARTS (2-3-3.0)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 132 CREATIVE EXPERIENCES (1-6-3.0)
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3.0)
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 135 HEALTH, SAFETY AND NUTRITION (2-3-3.0)
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and First Aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prequisite(s): ECD 101
Corequisite(s): First aid/CPR current card

ECD 200 CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3.0)
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.
Prequisite(s): Infant/toddler specialty area only

ECD 203 GROWTH AND DEVELOPMENT II (3-0-3.0)
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Prequisite(s): Approval of department head.
Corequisite(s): ECD 101

ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (3-0-3.0)
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.
Prequisite(s): Infant/toddler specialty area only

ECD 207 INFANTS AND TODDLERS WITH SPECIAL NEEDS (3-0-3.0)
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prequisite(s): Infant/toddler specialty area only

ECD 237 METHODS AND MATERIALS (1-6-3.0)
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133,ECD 135, ECD 203 and completion of student portfolio

ECD 243 SUPERVISED FIELD EXPERIENCE I (0-9-3.0)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133,ECD 135, ECD 203 and completion of student portfolio

ECD 244 SUPERVISED FIELD EXPERIENCE II (0-9-3.0)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of student portfolio

ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (0-9-3.0)
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prerequisite(s): ECD 101, ECD 102, ECD 200, ECD 205, ECD 207 and completion of student portfolio

ECD 257 SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (1-6-3.0)
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate student's skills in order to work with children who are developmentally delayed.
Prerequisite(s): ECD 259, ECD 260, PSY 214 and completion of student portfolio

ECD 259 BEHAVIOR MANAGEMENT FOR SPECIAL NEEDS (3-0-3.0)
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.
Prerequisite(s): Special Needs specialty only

ECD 260 METHODS OF TEACHING SPECIAL NEEDS STUDENTS (3-0-3.0)
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.
Prerequisite(s): Special Needs specialty only

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ECO 101 BASIC ECONOMICS (3-0-3.0)
This course is a study of comparative economic systems, forms of business organizations, business operations, and wage and price determination.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 210 MACROECONOMICS (3-0-3.0)**
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, business cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 211 MICROECONOMICS (3-0-3.0)**
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EEM 105 BASIC ELECTRICITY (1-3-2.0)
This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 INDUSTRIAL COMPUTER TECHNIQUES (2-0-2.0)
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 117 AC/DC CIRCUITS I (3-3-4.0)
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 121 ELECTRICAL MEASUREMENTS (3-0-3.0)
This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123 SCHEMATICS ANALYSIS (3-0-3.0)
This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

EEM 145 CONTROL CIRCUITS (3-0-3.0)
This course covers the principles and applications of component circuits and methods of motor control.

EEM 151 MOTOR CONTROLS I (3-3-4.0)
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

EEM 152 MOTOR CONTROLS II (4-0-4.0)
This course is a continuation of the study of motor controls, including additional techniques and control devices.

EEM 162 INTRODUCTION TO PROCESS CONTROL (3-0-3.0)
This course is an introduction to control systems theory and process control characteristics.

EEM 201 ELECTRONIC DEVICES I (2-3-3.0)
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.
Prerequisite(s): EEM 117 or permission

EEM 202 ELECTRONIC DEVICES II (2-3-3.0)
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.
Prerequisite(s): EEM 117 or permission

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

EEM 211 AC MACHINES (2-3-3.0)
This course is a study of application, operation, and construction of AC machines.

EEM 221 DC/AC DRIVES (2-3-3.0)
This course covers the principles of operation and application of DC drives and AC drives.
Prerequisite(s): EEM 151 or permission

EEM 231 DIGITAL CIRCUITS I (2-3-3.0)
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.
Prerequisite(s): EEM 117 or permission

EEM 240 BASIC MICROPROCESSORS (3-3-4.0)
This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.
Prerequisite(s): EEM 117 or permission

EEM 251 PROGRAMMABLE CONTROLLERS (3-0-3.0)
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prerequisite(s): EEM 151 or permission

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS (2-3-3.0)
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.
Prerequisite(s): EEM 151 or permission

EEM 275 TECHNICAL TROUBLESHOOTING (3-0-3.0)
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite(s): EEM 202 or permission

EEM 276 APPLIED TROUBLESHOOTING (1-6-3.0)
This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.
Prerequisite(s): EEM 202 or permission

EET 111 DC CIRCUITS (3-3-4.0)
This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100*, MAT 102*, RDG 100*
Corequisite(s): MAT 175

EET 112 AC CIRCUITS (3-3-4.0)
This course is a study of capacitive and inductive reactance and impedance in series, parallel, and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100*, MAT 102*, RDG 100*
Corequisite(s): MAT 175

EET 131 ACTIVE DEVICES (3-3-4.0)
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.
Prerequisite(s): EET 111
Corequisite(s): EET 112

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EET 141 ELECTRONIC CIRCUITS (3-3-4.0)
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prerequisite(s): EET 131

EET 145 DIGITAL CIRCUITS (3-3-4.0)
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*
Corequisite(s): MAT 102

EET 221 BROADBAND COMMUNICATION SYSTEMS (2-3-3.0)
This course is the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within business via the existing communications infrastructure.
Prerequisite(s): EET 145

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3.0)
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.
Prerequisite(s): EET 112

EET 241 ELECTRONIC COMMUNICATIONS (3-3-4.0)
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations are also covered.
Prerequisite(s): EET 131

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4.0)
This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.
Prerequisite(s): EET 145

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1.0)
This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): EET 141

EGR 102 INTRODUCTION TO INDUSTRIAL/ENGINEERING CAREERS (0-3-1.0)
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Guest speakers, job-site visits, and shadowing experiences will be part of this course.
Prerequisites: MAT 032*, RDG 032*, ENG 032*Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGR 103 PREPARATION FOR ENGINEERING TECHNOLOGY (2-0-2.0)
This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques and SI system of measurements. Students are introduced to computers and their usage as a tool in engineering technology.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 112 ENGINEERING PROGRAMMING (2-3-3.0)
This course covers interactive computing and basic concepts of programming. Course elements include the solution of engineering problems using computer applications. The course culminates with the use of Visual Basic to create a user interface to solve problems developed earlier in MS Excel. Other areas of developed area Main Board components. Electronic WorkBench, Windows environment. This course can be completed by distance learning via WebCT.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Corequisite(s): MAT 102

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

EGR 124 ENGINEERING SPREADSHEET APPLICATIONS (1-3-2.0)
This course includes the use of spreadsheets, software for data manipulation, graphing, problem analysis, statistical analysis and hypothesis testing.
Prerequisite(s): ENG 032*, MAT 101* or MAT 152*, RDG 032*

EGR 170 ENGINEERING MATERIALS (2-3-3.0)
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products..
Prerequisite(s): MAT 175

EGR 175 MANUFACTURING PROCESSES (3-0-3.0)
This course includes the processes, alternatives, and operations in the manufacturing environment.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 190 STATICS (3-0-3.0)
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
Prerequisite(s): MAT 175

EGR 194 STATICS AND STRENGTH OF MATERIALS (4-0-4.0)
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.
Prerequisite(s): MAT 168

EGR 212 STRUCTURED PROGRAMMING (1-3-2.0)
This course covers programming in a high level language and includes assignment for values, flow charting, multiple-valued variable, modular program development and general design considerations. Programs will be written in an objected oriented programming language.
Prerequisite(s): EGR 112

EGT 103 PRINT READING (1-3-2.0)
This course is an introduction to basic print reading and interpretation, including layout, projection and dimensioning.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGT 104 PRINT READING (3-0-3.0)
This course covers the interpretation of industrial drawings.

EGT 105 BASIC CIVIL DRAFTING (0-6-2.0)
This course covers the application of drawing techniques to structures: maps, topography and other civil applications.
Prerequisite(s): EGT 150 or EGT 151

EGT 108 ADVANCED PRINT READING AND SKETCHING (1-3-2.0)
This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.
Prerequisite(s): EGT 104

EGT 110 ENGINEERING GRAPHICS I (3-3-4.0)
This course is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.
Prerequisite(s): EGT 150 or EGT 151

EGT 115 ENGINEERING GRAPHICS II (3-3-4.0)
This course in engineering graphics science includes additional drawing techniques for industrial applications.
Prerequisite(s): EGT 110 or EGT 111

EGT 127 DESCRIPTIVE GEOMETRY FOR DRAFTERS (3-0-3.0)
This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and development.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

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EGT 151 INTRODUCTION TO CAD (3-0-3.0)
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 155 INTERMEDIATE CAD (1-3-2.0)
This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.
Prerequisite(s): EGT 150 or EGT 151

EGT 252 ADVANCED CAD (2-3-3.0)
This course covers advanced concepts of CAD software and applications.
Prerequisite(s): EGT 150 or EGT 151

ENG 031 DEVELOPMENTAL ENGLISH (3-0-3.0)
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course emphasizes a review of grammar.
Corequisite(s): ENG 032

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3.0)
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course introduces the writing process.
Corequisite(s): ENG 031 (unless prior credit awarded)

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3.0)
This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)
Prerequisite: ENG 032*

****ENG 101 ENGLISH COMPOSITION I (3-0-3.0)**
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. A minimum grade of "C" is required for credit.
Prerequisite(s): ENG 100*, ENG 165 or ENG 104; RDG 100*

****ENG 102 ENGLISH COMPOSITION II (3-0-3.0)**
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite(s): ENG 101

ENG 165 PROFESSIONAL COMMUNICATIONS (3-0-3.0)
This course develops practical written and oral professional communication skills. A minimum grade of "C" is required for credit.
Prerequisite(s): ENG 032*, RDG 032*

****ENG 201 AMERICAN LITERATURE I (3-0-3.0)**
This course is a study of American literature from the Colonial Period to the Civil War.
Prerequisite(s): ENG 102

****ENG 202 AMERICAN LITERATURE II (3-0-3.0)**
This course is a study of American literature from the Civil War to the present.
Prerequisite(s): ENG 102

****ENG 205 ENGLISH LITERATURE I (3-0-3.0)**
This is a course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.
Prerequisite(s): ENG 102

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****ENG 206 ENGLISH LITERATURE II (3-0-3.0)**
This is a course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.
Prerequisite(s): ENG 102

****ENG 208 WORLD LITERATURE I (3-0-3.0)**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite(s): ENG 102

****ENG 209 WORLD LITERATURE II (3-0-3.0)**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite(s): ENG 102

ENG 228 STUDIES IN FILM GENRE (3-0-3.0)
A critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.
Prerequisite(s): ENG 100*, RDG 100*

ENG 235 SOUTHERN LITERATURE (3-0-3.0)
This course is a study of the South's intellectual and literary contributions to national and world literature.
Prerequisite(s): ENG 102

****ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3.0)**
This course is a critical study of African American literature examined from historical, social and psychological perspectives.
Prerequisite(s): ENG 102

ENG 238 CREATIVE WRITING (3-0-3.0)
This course presents an introduction to creative writing in various genres.
Prerequisite(s): ENG 102

****ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3.0)**
This course develops skills in research techniques and increases proficiency in written and oral technical communications.
Prerequisite(s): ENG 101

****FRE 101 ELEMENTARY FRENCH I (4-0-4.0)**
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.
Prerequisite(s): ENG 100*, RDG 032*

****FRE 102 ELEMENTARY FRENCH II (4-0-4.0)**
This course continues the development of basic language skills and includes a study of French culture.
Prerequisite(s): FRE 101

****FRE 201 INTERMEDIATE FRENCH I (3-0-3.0)**
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): FRE 102

****FRE 202 INTERMEDIATE FRENCH II (3-0-3.0)**
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): FRE 201

****GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3.0)**
This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite(s): ENG 032*, RDG 032*

****GEO 102 WORLD GEOGRAPHY (3-0-3.0)**
This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social cultural, economic and political systems.
Prerequisite(s): ENG 032*, RDG 032*

****GER 101 ELEMENTARY GERMAN I (4-0-4.0)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.
Prerequisite(s): ENG 100*, RDG 032*

****GER 102 ELEMENTARY GERMAN II (4-0-4.0)**
This college course continues the development of the four basic language skills and the study of German culture.
Prerequisite(s): GER 101

GER 201 INTERMEDIATE GERMAN I (3-0-3.0)
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): GER 102

GER 202 INTERMEDIATE GERMAN II (3-0-3.0)
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): GER 201

****HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3.0)**
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite(s): ENG 032*, RDG 032*

****HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3.0)**
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite(s): ENG: 032*, RDG 032*

HIS 112 NONWESTERN CIVILIZATION (3-0-3.0)
This course is a survey of the major developments and characteristics of nonwestern civilization and cultures in Asia, Africa and the Americas.
Prerequisite(s): ENG 100*, RDG 100*

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3.0)
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.
Prerequisite(s): ENG 100*, RDG 100*

****HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3.0)**
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

****HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3.0)**
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

HOS 101 PRINCIPLES OF FOOD PRODUCTION I (1-6-3.0)
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.
Prerequisite(s): RDG 032*

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HOS 102 PRINCIPLES OF FOOD PRODUCTION II (1-6-3.0)
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.
Prerequisite(s): HOS 101

HOS 103 NUTRITION (2-3-3.0)
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.
Prerequisite(s): RDG 032*

HOS 120 BAKESHOP PRODUCTION (0-9-3.0)
This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.
Prerequisite(s): HOS 101

HOS 140 THE HOSPITALITY INDUSTRY (3-0-3.0)
This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.
Prerequisite: MGT 101 or permission

HOS 145 DINING ROOM OPERATIONS (2-3-3.0)
This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.
Prerequisite(s): RDG 032*

HOS 150 HOTEL MANAGEMENT (3-0-3.0)
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping and engineering.
Prerequisite: HOS 140

HOS 155 HOSPITALITY SANITATION (2-3-3.0)
This course is a study of local, state and national regulations governing sanitary food handling practices.
Prerequisite(s): RDG 032*

HOS 157 HOSPITALITY SERVICE (3-0-3.0)
This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer's perspective and the behavioral component of service
Prerequisite: HOS 140

HOS 164 TRAVEL AND TOURISM (3-0-3.0)
This course covers the history, development, concepts and principles of the travel and tourism industry.
Prerequisite(s): HOS 140

HOS 201 A LA CARTE I (1-6-3.0)
This course is a study of culinary skills used in the preparation of food in an "a la carte" style. Students will utilize the skills they learned in HOS 102.
Prerequisite(s): HOS 102

HOS 220 ADVANCED BAKESHOP (1-6-3.0)
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods.
Prerequisite(s): HOS 120

HOS 225 BUFFET ORGANIZATION (1-9-4.0)
This course is a study of the principles and applications of how to plan, organize and implement a complete buffet. Topics include forced meats, ice carvings and garnishes.
Prerequisite(s): HOS 101

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HOS 255 FOOD SERVICE MANAGEMENT (3-0-3.0)
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures and public relations.
Prerequisite: HOS 140

HRT 101 INTRODUCTION TO HORTICULTURE (3-0-3.0)
This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.
Prerequisite(s): ENG 032*, RDG 032*

HRT 102 LANDSCAPE DESIGN (3-3-4.0)
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.
Prerequisite(s): HRT 105, MAT 032*

HRT 104 LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3.0)
This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisite(s): MAT 032* or permission

HRT 105 LANDSCAPE PLANT MATERIALS (3-3-4.0)
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.
Prerequisite(s): RDG 032*

HRT 108 ANNUALS AND PERENNIALS (2-0-2.0)
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

HRT 110 PLANT FORM AND FUNCTION (3-3-4.0)
This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.
Prerequisite(s): ENG 032*, RDG 100*

HRT 113 PLANT MATERIALS (3-0-3.0)
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
Prerequisite(s): RDG 032* or permission

HRT 117 DESIGN WITH HERBACEOUS PLANTS (3-0-3.0)
This course is a study of soft-stemmed plant materials. Emphasis is on habit of growth, size, period of bloom, color, and cultural requirements of annuals and perennials. The lab provides an introduction to design principles and landscape drafting.
Prerequisite(s): RDG 032* or permission

HRT 121 COMMERCIAL IRRIGATION (3-0-3.0)
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.
Prerequisite(s): MAT 032* or permission

HRT 125 SOILS (3-3-4.0)
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.
Prerequisite(s): MAT 032*, RDG 100*

HRT 139 PLANT PROPAGATION (2-3-3.0)
This course is a study of the fundamental principles and techniques involved in plant propagation.
Prerequisite(s): RDG 032*

HRT 141 HORTICULTURE PEST CONTROL (3-3-4.0)
This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.
Prerequisite(s): MAT 032*, RDG 032*

HRT 144 PLANT PESTS (3-0-3.0)
This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.
Prerequisite(s): MAT 032* or permission

HRT 153 LANDSCAPE CONSTRUCTION (3-0-3.0)
This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete and brick landscape structures. The course includes landscape lighting, water gardening and planting.
Prerequisite(s): MAT 032* or permission

HRT 154 GROUNDS MAINTENANCE (3-0-3.0)
This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and implementation of maintenance schedules.
Prerequisite(s): MAT 032* or permission

HRT 205 COMPUTERS IN HORTICULTURE (3-0-3.0)
This course explores the use of computers in horticultural operations. Various applications are demonstrated, and hands-on learning activities including data management, advertising and marketing, and design projects are utilized.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

HRT 208 HORTICULTURE BUSINESS PRACTICES (2-0-2.0)
This course is a study of personnel management and business practices necessary to operate a horticulture enterprise. Communication skills, interpersonal relations, problem solving, team building, budget construction and governmental requirements are included in this course.
Prerequisite(s): ENG 100*, RDG 100*, MAT 032*

HRT 223 IRRIGATION (3-3-4.0)
This course includes the study and application of the design principles and materials used in horticultural irrigation.
Prerequisite(s): HRT 102

HRT 230 GREENHOUSE TECHNOLOGY (3-3-4.0)
This course is the study of commercial greenhouse production techniques and facility management.
Prerequisite(s): HRT 110, HRT 108, MAT 032*

HRT 231 NURSERY TECHNOLOGY (3-3-4.0)
This course is a study of wholesale and retail nursery operations. Emphasis is on producing container and field-grown plants and the retail sales of these and other garden products.
Prerequisite(s) HRT 105, HRT 110

HRT 241 TURF MANAGEMENT (2-3-3.0)
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.
Prerequisite(s): MAT 032*, RDG 032* or permission

HRT 253 LANDSCAPE INSTALLATION (3-3-4.0)
This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.
Prerequisite(s): HRT 102

HRT 256 LANDSCAPE MANAGEMENT (3-3-4.0)
This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.
Prerequisite(s): ENG 032*, HRT 105, HRT 125, HRT 141

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HRT 270 SPECIAL TOPICS IN HORTICULTURE (3-0-3.0)
This course includes special topics in the area of horticulture.
Prerequisite(s): Permission

HRT 271 SCWE IN HORTICULTURE (0-40-8.0)
This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required.
Prerequisite(s): Permission

HRT 272 HORTICULTURE INTERNSHIP (0-20-4.0)
This course is a horticulture work experience at an approved site under the supervision of a horticulture faculty member and the employer.
Prerequisite(s): Must have completed one year horticulture and/or permission of the department head.

HSS 101 INTRODUCTION TO HUMANITIES (3-0-3.0)
This course includes an introduction to themes, critical approaches, and major contributors to the humanities.
Prerequisite(s): ENG 100*, RDG 100*

HSS 205 TECHNOLOGY AND SOCIETY (3-0-3.0)
This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.
Prerequisite(s): ENG 032*, RDG 032*

HUC 110 HEALTH UNIT PROCEDURES I (3-12-7.0)
This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Admission into program.

HUC 120 HEALTH UNIT PROCEDURES II (2-18-8.0)
This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Successful completion of earlier program requirements.

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3.0)
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.
Prerequisite(s): ENG 032*, RDG 032*

IMT 102 INDUSTRIAL SAFETY (2-0-2.0)
This course covers safety awareness and practices found in industry.

IMT 104 SCHEMATICS (2-0-2.0)
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

IMT 112 HAND TOOL OPERATIONS (2-3-3.0)
This course covers the use of hand tools and their applications in industrial and service areas.

IMT 120 MECHANICAL INSTALLATIONS (3-6-5.0)
This course covers techniques of assembling, rigging and installation and/or maintenance of mechanical equipment.

IMT 124 PUMPS (1-3-2.0)
This course covers packings, seals, couplings, and alignment of pumps.

IMT 131 HYDRAULICS AND PNEUMATICS (3-3-4.0)
This course covers the basic technology and principles of hydraulics and pneumatics.

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IMT 160 PREVENTIVE MAINTENANCE (1-6-3.0)
This course covers preventive maintenance techniques.

IMT 161 MECHANICAL POWER APPLICATIONS (2-6-4.0)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IMT 170 STATISTICAL PROCESS CONTROL (3-0-3.0)
This course is a study of the concepts and charts used in quality control.

IST 145 NETPREP THE INTERNET (3-0-3.0)
This course is a study of the operation and function of the Internet. This course also covers concepts associated with establishing and maintaining Internet connectivity.
Prerequisite(s): CPT 168 with a minimum grade of "C."

IST 164 IMPLEMENTING WINDOWS NETWORK INFRASTRUCTURE SERVICES (3-0-3.0)
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the network, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.
Prerequisite: IST 220 with a minimum grade of "C".

IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3.0)
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.
Prerequisite(s): ENG 100*, IST 220 with a minimum grade of "C" or permission from department head.

IST 202 CISCO ROUTER CONFIGURATION (3-0-3.0)
This course is a study of LANs, WANs, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing and the network administrator's role and function.
Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3.0)
This course is a study of configuring Cisco routers.
Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 CISCO TROUBLESHOOTING (3-0-3.0)
This course is a study of troubleshooting network problems.
Prerequisite(s): IST 203 with a minimum grade of "C."

IST 220 DATA COMMUNICATIONS (3-0-3.0)
This course is a study of the fundamentals of data communications, basic signaling, networking and various transmission media are covered.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

IST 225 INTERNET COMMUNICATIONS (3-0-3.0)
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.
Prerequisite(s): CPT 114 with a minimum grade of "C."
Corequisite(s) or Prerequisite(s): CPT 168

IST 226 INTERNET PROGRAMMING (3-0-3.0)
This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JAVA and VRML. Testing and debugging program, uploading and maintaining Internet pages and applications.
Prerequisite(s): CPT 168 with a minimum grade of "C."

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

IST 237 INTERMEDIATE WEBSITE DESIGN (3-0-3.0)
This course is the study of server-side (CGI; Dynamic HTML) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages.
Prerequisite(s): IST 225 and IST 226 with a minimum grade of "C."

IST 238 ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3.0)
This course is a study of an advanced (fourth generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.
Corequisite(s) or Prerequisite(s): IST 226

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3.0)
This course covers special topics in information sciences technologies.
Prerequisite(s): IST 204 with a minimum grade of "C."

ITP 101 INTRODUCTION TO INTERPRETING (3-0-3.0)
This course introduces the profession of interpreting, the role and function of an interpreter, the national Registry of Interpreters for the Deaf Code of Ethics and professionalism. This course also introduces the basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification process.
Prerequisite(s): ENG 032*, RDG 032*

ITP 104 INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3.0)
The course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and post-secondary.
Prerequisite(s): ENG 032*, RDG 032*

ITP 106 LINGUISTICS OF AMERICAN SIGN LANGUAGE (3-0-3.0)
This course consists of a study of the structure, grammar, and syntax of American Sign Language.
Prerequisite(s): ASL 102 or equivalent

ITP 201 DEAF HISTORY AND CULTURE (3-0-3.0)
This course studies the history and culture of Deaf people-exploring language, education, and community- and attitudinal changes toward Deaf people as a minority.
Prerequisite(s): ENG 032*, RDG 032*

ITP 202 TRANSLITERATING I (2-3-3.0)
This course introduces the concept of transliterating and differentiates it from interpreting. Students will begin to apply these principles by transliterating in consecutive mode.
Corequisite(s): ASL 202 or permission of department head

ITP 203 TRANSLITERATING II (2-3-3.0)
This course provides advanced studies in transliterating between spoken and signed English. Students will use consecutive and simultaneous forms of transliterating in both spoken English and Conceptually Accurate Signed English.
Prerequisite(s): ITP 202.

ITP 204 INTERPRETING (2-3-3.0)
This course introduces the concept of interpreting. It establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.
Prerequisite(s): ASL 202 or permission of department head

ITP 205 INTERPRETING II (2-3-3.0)
This course provides advanced studies in interpreting between spoken English and American Sign Language. It focuses on enhancing processing skills. Students will use consecutive and simultaneous forms of interpreting.
Prerequisite: ITP 204.

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ITP 206 SIGN TO VOICE INTERPRETING (2-3-3.0)
This course teaches the student to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice and intonation.
Prerequisite(s): SPC 205, ASL 202 or permission of department head

ITP 207 SIGN TO VOICE INTERPRETING II (2-3-3.0)
This course offers advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice and intonation while focusing on accurate interpretation of source language intent.
Prerequisite(s): ITP 206

ITP 212 INTERPRETING IN SPECIAL SETTINGS (3-0-3.0)
This course will cover basic theories for community interpreting in specialized settings and adapt the techniques used to individual consumer needs.
Prerequisite(s): ENG 032*, RDG 032*

ITP 214 BUSINESS PRACTICES FOR INTERPRETING (3-0-3.0)
This course will explore various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax advantages and planning, protecting oneself physically, current practices of interpreting services, and how they impact the independent contractor.
Prerequisite(s): ENG 032*, RDG 032*

ITP 230 FIELD EXPERIENCE (0-3-1.0)
This course provides practical experience through observation of professional interpreters, attendance at professional workshops and social/cultural events for and with deaf people, and weekly recitations with instructor. Students will keep an observation journal.
Prerequisite(s): ITP 101, ITP 104, ITP 212
Corequisite(s): ITP 202 or ITP 204 or ITP 206

ITP 240 INTERPRETING INTERNSHIP (1-6-3.0)
This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.
Prerequisite(s): Permission of department head (This course is taken during the student's last semester with the approval of the department head.)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3.0)
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are stressed.
Corequisite(s): MAT 032

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3.0)
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.
Corequisite(s): MAT 031 (unless prior credit awarded)

MAT 101 BEGINNING ALGEBRA (3-0-3.0)
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.
Prerequisite(s): MAT 032*, RDG 032*

MAT 102 INTERMEDIATE ALGEBRA (3-0-3.0)
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.
Prerequisite(s): ENG 032*, MAT 101* with a minimum grade of "C."

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

****MAT 110 COLLEGE ALGEBRA (3-0-3.0)**
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.
Prerequisite(s): MAT 102* with a minimum grade of "C."

****MAT 111 COLLEGE TRIGONOMETRY (3-0-3.0)**
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's's theorem; vectors; conic sections; sequences; and series.
Prerequisite(s): MAT 110* with a minimum grade of "C."

****MAT 120 PROBABILITY AND STATISTICS (3-0-3.0)**
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.
Prerequisite(s): MAT 102* with a minimum grade of "C."

MAT 123 CONTEMPORARY COLLEGE MATHEMATICS (3-0-3.0)
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics include financial management, statistical reasoning, statistical inference, exponential growth, mathematical modeling, and set theory taught from a quantitative reasoning approach. Topics may include voting methods, apportionment problems, Euler and Hamiltonian circuits, population growth and fractals.
Prerequisite(s): Mat 102* with a minimum grade of "C" or placement.

****MAT 130 ELEMENTARY CALCULUS (3-0-3.0)**
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.
Prerequisite(s): MAT 110* with a minimum grade of "C."

****MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4.0)**
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.
Prerequisite(s): MAT 111 with a minimum grade of "C."

****MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4.0)**
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.
Prerequisite(s): MAT 140 with a minimum grade of "C."

MAT 152 ELEMENTARY ALGEBRA (5-0-5.0)
This course includes the following topics: operations with signed numbers and algebraic expressions; solving linear equations; factoring; and an introduction to graphing.
Prerequisite(s): MAT 032*, RDG 032*

MAT 153 ELEMENTARY ALGEBRA II (5-0-5.0)
This course includes the following topics and properties of numbers, fundamental operations with algebraic expressions; polynomials, systems of equations; ratio and proportion; factoring; functions, graphs; solutions of linear inequalities; and linear and quadratic equations;
Prerequisite(s): MAT 101 or MAT 152 with a minimum grade of "C."

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3.0)
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.
Prerequisite(s): MAT 032*, RDG 032*

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MAT 160 MATH FOR BUSINESS AND FINANCE (3-0-3.0)
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.
Prerequisite(s): MAT 032*, RDG 032*

MAT 168 GEOMETRY AND TRIGONOMETRY (3-0-3.0)
This course includes the following topics: points, lines, angles and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.
Prerequisite(s): MAT 101* or MAT 152*

MAT 175 ALGEBRA AND TRIGONOMETRY I (3-0-3.0)
This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.
Prerequisite(s): MAT 102* or MAT 104 with a minimum grade of "C."

MAT 176 ALGEBRA AND TRIGONOMETRY II (3-0-3.0)
This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.
Prerequisite(s): MAT 175 with a minimum grade of "C."

MAT 177 CALCULUS (3-0-3.0)
This course includes the following topics: differentiation and integration of polynomial and rational functions with applications of these processes.
Prerequisite(s): MAT 176 with a minimum grade of "C."

MAT 211 MATH FOR ELEMENTARY EDUCATION I (3-0-3.0)
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.
Prerequisite(s): ENG 100*, MAT 102* with a minimum grade of "C", RDG 100*

MAT 212 MATH FOR ELEMENTARY EDUCATION II (3-0-3.0)
This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.
Prerequisite(s): MAT 211 with a minimum grade of "C."

MAT 215 GEOMETRY (3-0-3.0)
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)
Prerequisite(s): MAT 212 with a minimum grade of "C."

MAT 220 ADVANCED STATISTICS (3-0-3.0)
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.
Prerequisite: MAT 102* and MAT 120 with a minimum grade of "C."

****MAT 240 ANALYTIC GEOMETRY AND CALCULUS III (4-0-4.0)**
This course includes the following topics: multivariable calculus including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; Stokes' and Green's theorems.
Prerequisite: MAT 141 with a minimum grade of "C."

MED 103 MEDICAL ASSISTING INTRODUCTION (3-0-3.0)
This course provides an introduction to the profession of medical assisting, including qualifications, duties and the role of the medical assistant.
Prerequisite(s): Admission into program.

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

MED 104 MEDICAL ASSISTING ADMINISTRATIVE PROCEDURES (4-0-4.0)
This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-9-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.
Prerequisite(s): ENG 165, RDG 100*, MAT 032* and admission into an office systems technology medical program.

MED 105 MEDICAL ASSISTING OFFICE SKILLS I (3-6-5.0)
This course provides a study of receptionist duties, records maintenance, insurance form processing and office machine use.
Prerequisite(s): Admission into program.

MED 107 MEDICAL OFFICE MANAGEMENT (4-0-4.0)
This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management.
Prerequisite(s): Successful completion of earlier program requirements.

MED 111 MEDICAL ASSISTING ADMINISTRATION (2-3-3.0)
This course provides a study of medical insurance, coding and transcription of medical reports.
Prerequisite(s): Successful completion of earlier program requirements.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prerequisite(s): Successful completion of earlier program requirements.

MED 115 MEDICAL OFFICE LAB PROCEDURES I (3-3-4.0)
This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.
Prerequisite(s): Admission into program.

MED 118 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3-3-4.0)
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

MED 125 MEDICAL ASSISTING ADVANCED LABORATORY PROCEDURES (1-3-2.0)
This course provides a continuation of the study of laboratory techniques commonly used in the medical office.
Prerequisite(s): Successful completion of earlier program requirements.

MED 156 CLINICAL EXPERIENCE I (0-18-6.0)
This course provides direct experience in a physician's office or other selected medical facilities.
Prerequisite(s): Successful completion of earlier program requirements.

MET 211 STRENGTH OF MATERIALS (3-3-4.0)
This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included.
Prerequisite(s): EGR 190

MET 214 FLUID MECHANICS (3-0-3.0)
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

MET 224 HYDRAULICS AND PNEUMATICS (2-3-3.0)
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.
Prerequisite(s): MET 214

MET 231 MACHINE DESIGN (4-0-4.0)
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines.
Prerequisite(s): EGR 170, MET 211

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MET 240 MECHANICAL SENIOR PROJECT (0-3-1.0)
This course includes investigations and/or advanced study in an area of specialization approved by the instructor.
Prerequisite(s): MET 211
Corequisite(s): MET 231

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3.0)
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.
Prerequisite(s): ENG 032*, RDG 032*

MGT 110 OFFICE MANAGEMENT (3-0-3.0)
This course is a study of various approaches to office organization and management, personnel selection and training and ergonomics in the modern office. Additional topics will include leadership, decision making and motivation skills as well as work force diversification issues.
Prerequisite(s): RDG 100*
Corequisite(s) or Prerequisite(s): ENG 165

MGT 120 SMALL BUSINESS MANAGEMENT (3-0-3.0)
This course is a study of small business management and organization, forms of ownership and the process of starting a new business.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

MGT 201 HUMAN RESOURCE MANAGEMENT (3-0-3.0)
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Labor union relations will also be c covered.
Prerequisite(s): MAT 032*, MGT 101 with a minimum grade of "C."

MKT 101 MARKETING (3-0-3.0)
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Other topics will include consumer psychology, research and information systems, advertising and legislative considerations.
Prerequisite(s): ENG 032*, RDG 032*

MKT 110 RETAILING (3-0-3.0)
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Demographics as it relates to retailing is also discussed.
Prerequisite(s): MAT 032*, MKT 101 with a minimum grade of "C"

MKT 120 SALES PRINCIPLES (3-0-3.0)
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
Prerequisite(s): MAT 032*, MKT 101 with a minimum grade of "C."

MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3.0)
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.
Prerequisite(s): MAT 032*

MKT 260 MARKETING MANAGEMENT (3-0-3.0)
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.
Prerequisite(s): MGT 101, MKT 101 with a minimum grade of "C."

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

MLT 101 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (1-3-2.0)
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.
Prerequisite(s): Admission into program.

MLT 105 MEDICAL MICROBIOLOGY (3-3-4.0)
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.
Prerequisite(s): Admission into program.

MLT 108 URINALYSIS AND BODY FLUIDS (2-3-3.0)
This course introduces the routine analysis and clinical significance of urine and other body fluids.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 110 HEMATOLOGY (3-3-4.0)
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 115 IMMUNOLOGY (2-3-3.0)
This course provides a study of the immune system, disease states and the basic principles of immunological testing.
Prerequisite(s): Admission into program.

MLT 120 IMMUNOHEMATOLOGY (3-3-4.0)
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN. .
Prerequisite(s): Successful completion of earlier program requirements.

MLT 130 CLINICAL CHEMISTRY (3-3-4.0)
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prerequisite(s): Admission into program.

MLT 205 ADVANCED MICROBIOLOGY (3-3-4.0)
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 210 ADVANCED HEMATOLOGY (3-3-4.0)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 219 CLINICAL INSTRUMENTATION (2-3-3.0)
This course focuses on advanced theory, principles, and instrument techniques used in clinical chemistry.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 241 MEDICAL LAB TRANSITION (3-0-3.0)
This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 251 CLINICAL EXPERIENCE I (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of earlier program requirements.

MLT 252 CLINICAL EXPERIENCE II (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of earlier program requirements.

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MLT 270 CLINICAL APPLICATION (0-36-12.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of earlier program requirements.

MTT 101 INTRODUCTION TO MACHINE TOOL (0-6-2.0)
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 121 MACHINE TOOL THEORY I (3-0-3.0)
This course covers the principles involved in the production of precision metal parts.
Corequisite(s): EGT 104

MTT 122 MACHINE TOOL PRACTICE I (0-12-4.0)
This course covers practical experiences using the principles in Machine Tool Theory I.
Corequisite(s): MTT 121

MTT 123 MACHINE TOOL THEORY II (3-0-3.0)
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each.
Prerequisite(s): EGT 104, MTT 121, MTT 122

MTT 124 MACHINE TOOL PRACTICE II (0-12-4.0)
This course covers the practical application of the principles in Machine Tool Theory II.
Corequisite(s): EGT 108, MTT 123

MTT 125 MACHINE TOOL THEORY III (3-0-3.0)
This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts.
Prerequisite(s): EGT 108, MTT 123, MTT 124

MTT 126 MACHINE TOOL PRACTICE III (0-12-4.0)
This course covers the practical application of the principles in Machine Tool Theory III.
Corequisite(s): MTT 125

MTT 141 METALS AND HEAT TREATMENT (3-0-3.0)
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 211 DIE THEORY (3-0-3.0)
This course is a study of die components as they relate to the complete die.

MTT 215 TOOL ROOM MACHINING I (0-12-4.0)
This course covers advanced machine tool operations, including an introduction to basic diemaking.
Prerequisite(s): MTT 125, MTT 126, MTT 211

MTT 216 TOOL ROOM MACHINING II (0-12-4.0)
This course covers advanced machine tool operations, including complex die operations.
Prerequisite(s): MTT 215

MTT 241 JIGS AND FIXTURES I (2-0-2.0)
This course includes the theory necessary to design working prints of simple jigs and fixtures.
Prerequisite(s): EGT 104, EGT 108, MTT 125, MTT 126

MTT 250 PRINCIPLES OF CNC (3-0-3.0)
This course is an introduction to the coding used in CNC programming.
Prerequisite(s): EGT 104, EGT 151, MAT 101*, MTT 123, MTT 124

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

MTT 253 CNC PROGRAMMING AND OPERATIONS (0-9-3.0)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.
Prerequisite(s): MTT 250

MTT 254 CNC PROGRAMMING I (0-9-3.0)
This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): MTT 253

****MUS 105 MUSIC APPRECIATION (3-0-3.0)**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.
Prerequisite(s): ENG 100*, RDG 100*

NUR 106 PHARMACOLOGIC BASICS IN NURSING PRACTICE (2-0-2.0)
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.
Prerequisite(s): MAT 110, MAT 120
Corequisite(s): BIO 210, humanities transferable elective

NUR 107 NUTRITION AND DIET THERAPY (1-0-1.0)
This course is a study of the basic concepts of nutrition and diet therapy.
Prerequisite(s): BIO 210, NUR 106, NUR 120, transferable elective
Corequisite(s): BIO 211, CPT 101, NUR 163, NUR 165

NUR 108 PATIENT CARE SKILLS I (0-3-1.0)
This course focuses on the development of beginning technical competency in basic areas patient care skills to assist in meeting the needs of selected patients of varying ages.
Prequisite(s): Admission into the program
Corequisite(s): BIO 210, NUR 107, NUR 112, NUR 135

NUR 109 CLINICAL APPLICATIONS I (0-3-1.0)
This course provides practice and performance of basic patient skills to assist in meeting the needs of selected patients of varying ages.
Prequisite(s): BIO 210, NUR 107, NUR 108, NUR 112, NUR 135
Corequisite(s): BIO 211, NUR 113, NUR 165

NUR 112 PATIENT CARE SKILLS II (0-6-2.0)
The course focuses on the development of technical competency related to advanced patient care skills to assist in meeting the needs of selected patients of varying ages.
Prequisite(s): Admission into the program
Corequisite(s): BIO 210, NUR 107, NUR 108, NUR 112, NUR 135

NUR 113 CLINICAL APPLICATIONS II (0-3-1.0)
This course provides practice and performance of advanced patient care skills in the clinical setting.
Prequisite(s): BIO 210, NUR 107, NUR 108, NUR 112, NUR 135
Corequisite(s): BIO 211, NUR 109, NUR 155, NUR 165

NUR 120 BASIC NURSING CONCEPTS (5-6-7.0)
This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.
Prerequisite(s): MAT 110 or MAT 120, NUR 106
Corequisite(s): BIO 210, humanities transferable elective

*See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25

NUR 135 FOUNDATIONS OF NURSING PRACTICE (3-3-4.0)
The course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes.
Prequisite(s): Admission into the program
Corequisite(s): BIO 210, NUR 107, NUR 108, NUR 112, NUR 135

NUR 155 CONTEMPORARY NURSING PRACTICE I (4-6-6.0)
This course provides further development of proficiency in nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.
Prequisite(s): BIO 210, NUR 107, NUR 108, NUR 112
Corequisite(s): BIO 211, NUR 109, NUR 113, NUR 165

NUR 163 NURSING ACROSS LIFE SPAN I (2-0-2.0)
This course is an overview of concepts related to nursing care of clients across the life span, communication; basic mental health, growth and development, and gerontology are included in the course.
Prequisite(s): BIO 210, NUR 106, NUR 120, humanities transferrable elective
Corequisite(s): BIO 211, CPT 101, NUR 107, NUR 165

NUR 165 NURSING CONCEPTS AND CLINICAL PRACTICE I (4-6-6.0)
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prequisite(s): BIO 210, NUR 106, NUR 107, NUR 120, NUR 163, humanities transferrable elective.
Corequisite(s): BIO 211, CPT 101

NUR 203 TRANSITION FOR LPNS (0-3-1.0)
This course assist the licensed practical nurse in their transition to the role of the associate degree nursing student.
Prerequisite(s): A current practical nursing license and admission into the program.

NUR 214 MENTAL HEALTH NURSING (2-6-4.0)
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.
Prequisite(s): BIO 210, BIO 211, BIO 225, CPT 101, ENG 101, ENG 102, NUR 106, NUR 107, NUR 163, NUR 165, NUR 230, NUR 263, NUR 264, humanities transferrable elective
Corequisite(s): NUR 270

NUR 230 PHYSICAL ASSESSMENT (2-3-3.0)
This course facilities the development of competence to perform a physical assessment.
Prerequisite(s): BIO 210, BIO 211, CPT 101, ENG 101, NUR 106, NUR 107, NUR 120, NUR 163, NUR 165, NUR 214, NUR 263, NUR 264, PSY 201, humanities transferable elective
Corequisite(s): BIO 225, ENG 102, NUR 270

NUR 263 NURSING ACROSS LIFE SPAN II (2-6-4.0)
This course is a study of basic concepts utilizing the nursing process and critical thinking skills in the care of women, child-bearing families, children and adolescents with acute and chronic health problems. The course includes the study of complex aspects of care, growth and development.
Prequisite(s): BIO 210, BIO 211, NUR 106, NUR 107, NUR 120, NUR 163, NUR 165
Corequisite(s): ENG 101, PSY 201

NUR 264 NURSING ACROSS LIFE SPAN III (2-6-4.0)
This course is a study of the advanced concepts utilizing the nursing process and critical thinking skills in the care of high-risk women, child-bearing families, children and adolescents with acute and chronic health problems. This course includes the study of complex aspects of care, growth and development.
Prequisite(s): BIO 210, BIO 211, CPT 101, ENG 101, NUR 106, NUR 107, NUR 120, NUR 163, NUR 165, NUR 263, PSY 201, humanities transferrable elective
Corequisite(s): BIO 225, ENG 102, NUR 230

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NUR 265 NURSING CONCEPTS AND CLINICAL PRACTICE II (4-6-6.0)
This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prequisite(s): BIO 210, BIO 211, NUR 106, NUR 107, NUR 120, NUR 163, NUR 165, NUR 214, NUR 230, NUR 263, NUR 264, NUR 270, humanities transferrable elective, CPT 101, ENG 102

NUR 266 NURSING CONCEPTS AND CLINICAL PRACTICE III (4-6-6.0)
This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. The course includes a study of the management of small groups.
Prequisite(s): BIO 210, BIO 211, BIO 225, ENG 101, NUR 107, NUR 108, NUR 109, NUR 112, NUR 113, NUR 135, NUR 155, NUR 163, NUR 165, NUR 214, NUR 263, PSY 201
Corequisite(s): NUR 265, NUR 270

NUR 270 PRINCIPLES OF MANAGEMENT AND LEADERSHIP (0-3-1.0)
The course focuses on concepts and competencies related to role development, leadership, and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prequisite(s): BIO 210, BIO 211, BIO 225, ENG 101, humanities transferrable electives, CPT 101, ENG 102, NUR 106, NUR 107, NUR 120, NUR 163, NUR 165, NUR 230, NUR 263, NUR 264, PSY 201
Corequisite(s): NUR 214

OST 100 INTRODUCTION TO KEYBOARDING (3-0-3.0)
This is an introductory course in keyboarding and basic formatting techniques.
Prerequisite(s): None

OST 133 PROFESSIONAL DEVELOPMENT (3-0-3.0)
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.
Prerequisite(s): ENG 165, RDG 100* with a minimum grade of "C."

OST 141 OFFICE PROCEDURES I (3-0-3.0)
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. Telephone techniques and filing techniques will be included.
Prerequisite(s): RDG 032*
Corequisite(s) or Prerequisite(s): ENG 165

OST 142 OFFICE PROCEDURES II (3-0-3.0)
This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment. Topics include advanced telephone techniques, making travel arrangements and planning meetings and conferences.
Prerequisite(s): OST 141, RDG 100* and CPT 101 with a minimum grade of "C."

OST 143 OFFICE SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes procedures and applications used in the office environment.
Prerequisite(s): MAT 032* and RDG 100*
Corequisite(s) or Prerequisite(s): ENG 165

OST 213 LEGAL DOCUMENT PRODUCTION (3-0-3.0)
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): CPT 101, OST 141, BUS 121 with a minimum grade of "C."

OST 252 MEDICAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Microcomputers will be used to complete a medical simulation.
Prerequisite(s): OST 143 with a minimum grade of "C."
Prerequisite(s) or Corequisite(s): MED 104 with a minimum grade of "C."

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OST 253 LEGAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes the development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): BUS 121, CPT 101 and OST 141 with minimum grade of "C."
Prerequisite(s) or Corequisite(s): OST 213 with a minimum grade of "C."

OST 254 OFFICE SIMULATION (3-0-3.0)
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.
Prerequisite(s): CPT 270, CPT 290, OST 142 with a minimum grade of "C."
Prerequisite(s) or Corequisite(s): OST 133 with a minimum grade of "C."

OST 270 SCWE IN OFFICE SYSTEMS (0-15-3.0)
This course integrates office skills within an approved work site related to office systems technology.
Prerequisite(s): OST 252 with a minimum grade of "C."
Prerequisite(s)or Corequisite(s): AHS 118 with a minimum grade of "C."

****PHI 101 INTRODUCTION TO PHILOSOPHY (3-0-3.0)**
This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics-and the contemporary questions related to these fields. Discussions of eastern views, continental philosophy and science are also included.
Prerequisite(s): ENG 100*, RDG 100*

****PHI 110 ETHICS (3-0-3.0)**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite(s): ENG 100*, RDG 100*

PHM 101 INTRODUCTION TO PHARMACY (1-6-3.0)
This course provides a study of and introduction to pharmacy and the role in providing patient cares services.
Prerequisite(s): Admission into program.

PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prerequisite(s): Admission into program.

PHM 114 THERAPEUTIC AGENTS I (3-0-3.0)
This course provides an introductory study of therapeutic drug categories.
Prerequisite(s): Admission into program.

PHM 124 THERAPEUTIC AGENTS II (3-0-3.0)
This course includes a study of therapeutic drug categories.
Prerequisite(s): Successful completion of earlier program requirements.

PHM 151 PHARMACY CLINICAL EXPERIENCE (0-27-9.0)
This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control and communication with other health care providers through clinical rotations in pharmacies.
Prerequisite(s): Successful completion of earlier program requirements.

PHS 101 PHYSICAL SCIENCE I (3-3-4.0)
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.
Prerequisite(s): MAT 102* with a minimum grade of "C."

****PHY 201 PHYSICS I (3-3-4.0)**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): MAT 111 or MAT 175 with a minimum grade of "C."

**See Prerequisites, p. 184 / **See Technical College Courses Transferable to Senior Institutions, pp.24-25*

****PHY 202 PHYSICS II (3-3-4.0)**
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): PHY 201 with a minimum grade of "C."

****PHY 221 UNIVERSITY PHYSICS I (3-3-4.0)**
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.
Prerequisite(s): MAT 140 or MAT 177 with a minimum grade of "C."

****PHY 222 UNIVERSITY PHYSICS II (3-3-4.0)**
This college transfer course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.
Prerequisite(s): PHY 221 with a minimum grade of "C."

****PSC 201 AMERICAN GOVERNMENT (3-0-3.0)**
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.
Prerequisite(s): ENG 032*, RDG 032*

PSY 103 HUMAN RELATIONS (3-0-3.0)
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. The course is a study of the technical and the administrative systems including organization design, technology, job redesign and enrichment, leadership and appraising performance. Other topics deal with work problems and behavioral effectiveness, including communicating, managing change and using organizational development interventions. Classes stimulate students to think practically and to resolve human relations problems.
Prerequisite(s): ENG 032*, RDG 032*

PSY 115 INDUSTRIAL PSYCHOLOGY (3-0-3.0)
This course is the study of the application of the methods, facts and principles of the science of human behavior to people in the work place.
Prerequisite(s): ENG 032*, RDG 032*

****PSY 201 GENERAL PSYCHOLOGY (3-0-3.0)**
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology.
Prerequisite(s): ENG 100*, MAT 032*, RDG 032*

****PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3.0)**
This course is a study of the physical, cognitive and social factors affecting human growth, development, and potential.
Prerequisite(s): PSY 201

****PSY 212 ABNORMAL PSYCHOLOGY (3-0-3.0)**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.
Prerequisite(s): PSY 201

PSY 214 PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3.0)
This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.
Prerequisite(s): PSY 201

PTH 120 INTRODUCTION TO MASSAGE (3-3-4.0)
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.
Prerequisite(s): Admission into program.

PTH 121 PRINCIPLES OF MASSAGE I (3-3-4.0)
An in-depth study of Swedish massage techniques and application to complete body massage.
Prerequisite(s): Admission into program.

PTH 122 PRINCIPLES OF MASSAGE II (3-3-4.0)
Introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.
Prerequisite(s): Successful completion of earlier program requirements.

PTH 123 MASSAGE CLINICAL I (1-6-3.0)
Students actively participate in a clinical massage setting experiencing all aspects of delivering therapeutic massage.
Prerequisite(s): Successful completion of earlier program requirements.

PTH 124 MASSAGE BUSINESS APPLICATION (3-0-3.0)
Addresses the basic skills necessary including writing resumes, marketing, bookkeeping, taxes and record keeping.
Prerequisite(s): Successful completion of earlier program requirements.

PTH 125 MASSAGE EXTERNSHIP (1-9-4.0)
Students are placed in local professional therapeutic massage setting to apply advanced massage therapy skills and observe facility business operations under the close supervision of licensed massage therapists.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 105 RADIOGRAPHIC ANATOMY (4-0-4.0)
This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
Prerequisite(s): Admission into program.
Corequisite(s): RAD 130

RAD 110 RADIOGRAPHIC IMAGING I (2-3-3.0)
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisite(s): Admission into program.

RAD 115 RADIOGRAPHIC IMAGING II (2-3-3.0)
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 121 RADIOGRAPHIC PHYSICS (3-3-4.0)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3.0)
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.
Prerequisite(s): Admission into program.
Corequisite(s): RAD 105

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3.0)
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): Successful completion of earlier program requirements.

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RAD 165 APPLIED RADIOGRAPHY II (0-15-5.0)
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.
Prerequisite(s): Admission into program.

RAD 176 APPLIED RADIOGRAPHY III (0-18-6.0)
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 201 RADIATION BIOLOGY (2-0-2.0)
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2.0)
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 220 SELECTED IMAGING TOPICS (1-6-3.0)
This course is a study of advanced topics unique to the radiological sciences.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3.0)
This course is a study of special radiographic procedures.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 257 ADVANCED RADIOGRAPHY I (0-21-7.0)
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 268 ADVANCED RADIOGRAPHY II (0-24-8.0)
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 278 ADVANCED RADIOGRAPHY III (0-24-8.0)
This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 282 IMAGING PRACTICUM (1-3-2.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): Successful completion of earlier program requirements.

RAD 283 IMAGING PRACTICUM (1-6-3.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): Successful completion of earlier program requirements.

RDG 032 DEVELOPMENTAL READING (3-0-3.0)
Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course emphasizes more advanced vocabulary and comprehension skills as well as an introduction to reference materials and analysis of literature.

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RDG 100 CRITICAL READING (3-0-3.0)
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. A grade of "C" is required in order to receive credit in this course. (Non-Degree)
Prerequisite(s): RDG 032*

REL 101 INTRODUCTION TO RELIGION (3-0-3.0)
This course provides a study of religion and the nature of religious belief and practice.
Prerequisite(s): ENG 100*, RDG 100*

REL 201 RELIGIONS OF THE WORLD (3-0-3.0)
This course surveys the major religious traditions of the world.
Prerequisite(s): ENG 100*, RDG 100*

RES 111 PATHOPHYSIOLOGY (1-3-2.0)
This course is a study of the general principles and analyses of normal and diseased states.
Prerequisite(s): Successful completion of earlier program requirements.

RES 121 RESPIRATORY SKILLS I (3-3-4.0)
This course includes a study of basic respiratory therapy procedures and their administration.
Prerequisite(s): Admission into program.

RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3.0)
This course covers cardiopulmonary physiology and related systems.
Prerequisite(s): Successful completion of earlier program requirements.

RES 131 RESPIRATORY SKILLS II (3-3-4.0)
This course is a study of selected respiratory care procedures and applications.
Prerequisite(s): Successful completion of earlier program requirements.

RES 141 RESPIRATORY SKILLS III (2-3-3.0)
This course covers mechanical ventilation systems, pediatrics and associated monitors.
Prerequisite(s): Successful completion of earlier program requirements.

RES 151 CLINICAL APPLICATIONS I (0-15-5.0)
This course covers the fundamental respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of earlier program requirements.

RES 154 CLINICAL APPLICATIONS II (0-12-4.0)
This course includes practice of respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of earlier program requirements.

RES 204 NEONATAL/PEDIATRIC CARE (3-0-3.0)
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.
Prerequisite(s): Successful completion of earlier program requirements.

RES 232 RESPIRATORY THERAPEUTICS (2-0-2.0)
This course is a study of specialty areas in respiratory care, including rehabilitation.
Prerequisite(s): Successful completion of earlier program requirements.

RES 241 RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of respiratory care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 242 ADVANCED RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of advanced respiratory care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4.0)
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prerequisite(s): Successful completion of earlier program requirements.

RES 245 ADVANCED RESPIRATORY SKILLS II (1-3-2.0)
This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.
Prerequisite(s): Successful completion of earlier program requirements.

RES 246 RESPIRATORY PHARMACOLOGY (2-0-2.0)
This course includes a study of pharmacologic agents used in cardiopulmonary care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 255 CLINICAL PRACTICE (0-15-5.0)
This course includes clinical training with emphasis on intensive care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 275 ADVANCED CLINICAL PRACTICE (0-15-5.0)
This course includes clinical practice in advanced patient care procedures.
Prerequisite(s): Successful completion of earlier program requirements.

RES 277 ADVANCED CLINICAL PRACTICE II (0-15-5.0)
This course is the study of the clinical practice of advanced patient care procedures.
Prerequisite(s): Successful completion of earlier program requirements.

****SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3.0)**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.
Prerequisite(s): ENG 032*, RDG 032*

****SPA 101 ELEMENTARY SPANISH I (4-0-4.0)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.
Prerequisite(s): ENG 100*, RDG 032*

****SPA 102 ELEMENTARY SPANISH II (4-0-4.0)**
This course continues development of the basic language skills and the study of the Spanish culture.
Prerequisite(s): SPA 101

SPA 105 CONVERSATIONAL SPANISH II (3-0-3.0)
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.
Prerequisite(s): ENG 100*, RDG 032*

****SPA 201 INTERMEDIATE SPANISH I (3-0-3.0)**
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): SPA 102

****SPA 202 INTERMEDIATE SPANISH II (3-0-3.0)**
This course continues a review of Spanish grammar with attention given to complex grammatical structures and reading more difficult prose.
Prerequisite(s): SPA 201

****SPC 205 PUBLIC SPEAKING (3-0-3.0)**
This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisite(s): ENG 100*, RDG 100*

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SPC 208 INTERCULTURAL COMMUNICATION (3-0-3.0)
This course is an introduction to the theory and practice of "difference-based" communication–the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.
Prerequisite(s): ENG 100*, RDG 100*

SPC 209 INTERPERSONAL COMMUNICATION (3-0-3.0)
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.
Prerequisite(s): ENG 100*, RDG 100*

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5.0)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.
Prerequisite(s): Admission into program.

SUR 102 APPLIED SURGICAL TECHNOLOGY (2-9-5.0)
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.
Prerequisite(s): Admission into program.

SUR 103 SURGICAL PROCEDURES I (2-6-4.0)
This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 106 ADVANCED SURGICAL PROCEDURES (2-0-2.0)
This course is a study of advanced surgical procedures.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 107 SURGICAL SPECIALTY PROCEDURES (3-0-3.0)
This course is a study of the various surgical specialties.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 108 SURGICAL ANATOMY I (3-0-3.0)
This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Admission into program.

SUR 109 SURGICAL ANATOMY II (3-0-3.0)
This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 112 SURGICAL PRACTICUM I (0-12-4.0)
This course includes the application of perioperative theory under clinical supervision.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 114 SURGICAL SPECIALTY PRACTICUM (0-21-7.0)
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.
Prerequisite(s): Successful completion of earlier program requirements.

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SUR 120 SURGICAL SEMINAR (2-0-2.0)
This course includes the comprehensive correlation of theory and practice in the perioperative role.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 130 BIOMEDICAL SCIENCE FOR THE SURGICAL TECHNOLOGIST (1-0-1.0)
This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 201 SURGICAL FIRST ASSISTING (6-0-6.0)
This course includes the study of the principles and application of surgical first assisting.
Prerequisite(s): Approval of department head.

SUR 210 FIRST ASSISTING PRACTICUM (0-18-6.0)
This course includes the application of first assisting principles and theories under clinical supervision.
Prerequisite(s): Approval of department head.

TEL 202 CONCEPTS OF TELECOMMUNICATIONS (3-0-3.0)
This course is the study of the most common telecommunications networks, including topologies, switching operations, local loop operations and telephone circuit operations.
Prerequisite(s): EET 145

****THE 101 INTRODUCTION TO THEATRE (3-0-3.0)**
This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): ENG 100*, RDG 100*

WLD 102 INTRODUCTION TO WELDING (1-3-2.0)
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
Prerequisite(s): Permission

WLD 103 PRINT READING I (1-0-1.0)
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 PRINT READING II (1-0-1.0)
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): WLD 103

WLD 106 GAS AND ARC WELDING (2-6-4.0)
This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 113 ARC WELDING II (2-6-4.0)
This course is a study of arc welding of ferrous and/or nonferrous metals.
Prerequisite: WLD 106 or permission.

WLD 115 ARC WELDING III (2-6-4.0)
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Permission: WLD 113

WLD 117 SPECIALIZED ARC WELDING (2-6-4.0)
This course covers arc welding processes for industrial purposes.
Permission: WLD 115

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WLD 132 INERT GAS WELDING FERROUS (2-6-4.0)
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Permission: WLD 117

WLD 136 ADVANCED INERT GAS WELDING (0-6-2.0)
This course covers the techniques for all positions of welding ferrous and nonferrous metals.
Prerequisite(s): WLD 132

WLD 154 PIPE FITTING AND WELDING (3-3-4.0)
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 208 ADVANCED PIPE WELDING (1-6-3.0)
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals.
Prerequisite(s): WLD 136

WLD 212 DESTRUCTIVE TESTING (1-3-2.0)
This course covers the destructive testing methods used in the evaluation of welds.

Faculty and Staff Listing

ALEXANDER, CYNTHIA J., Instructor, Multi-Skilled (R.N.; B.S.N., Berea College, Kentucky)

ALEXANDER, TRACIE D., Computer Training Specialist, Continuing Education (B.S., Interdisciplinary Studies, University of South Carolina; M.S., Human Resource Development, Clemson University)

ALIMAGHAM, M. MATTHEW, Instructor, Computer Technology (A.A., Data Processing Technology; B.S., Engineering Science, University of Louisville; M.S., Public Health in Hospital Administration, Tehran University)

ALT, SUSAN A., Administrative Specialist, Auxiliary Services

ANDERSON, RANDALL W., Department Head, Respiratory Care (R.R.T.; A.A.S., Respiratory Therapy, Greenville Technical College)

ANDERSON-HUCKS, CHERYL M., Director of Marketing and Publications, Development Office (B.A., Journalism and Mass Communications, University of South Carolina)

AUTENZIO, ELLEN H., Learning Specialist, English (B.A., English; M.A., English, University of Alabama - Huntsville)

BACKMAN, JON M., Instructor, Accounting (B.B.A., Evangel College; M.B.A., Southwest Missouri State University)

BAGWELL, JASON G., Instructor, Horticulture (B.S., Agronomy; M.S. Agriculture Education, Clemson University)

BAILEY, L. RENEE, Applications Analyst, Information Technologies (B.B.A., Southern Wesleyan University)

BAILEY, RHODA L., Accounting Technician, Business Office (B.A., Business Administration, Converse College)

BARBER, DAVID W., Maintenance Supervisor, Physical Plant

BAUSS, CELIA N., Dean of Enrollment Management (B.S., Sociology/English, Clemson University; M.Ed., Community and Occupational Education, University of South Carolina)

BEACH, KATHY C., Payroll Technician, Human Resources

BENNETT, CHIPLEY B., Department Head, Science (B.S., Biology, King College; M.S., Microbiology, University of West Florida; Ph.D., Plant Physiology, Clemson University)

BENSON, BARNDT C., Program Director, Continuing Education (B.A., English/Sociology, Wofford College)

BERENSON, ROBIN O., Instructor, Office Systems Technology (B.A., Psychology, University of North Carolina - Charlotte; M.S., Human Resources Development, Towson University)

BERNOCK, CHRISTINE E., Instructor, Radiography (R.T.(R)(QM)(M)(ARRT); A.A.S., Radiologic Technology, Spartanburg Technical College; B.A., Psychology, University of Michigan)

BHATTI, AMJAD M., Instructor, Chemistry (B.S., Physical Sciences, Panjab University, Chandigarh, India; M.S., Organic Chemistry, Punjabi University, Patiala, India; Ph.D., Chemistry, Punjabi University, Patiala, India)

BOND, D. GREGORY, Instructional Development Specialist, Information Technologies (B.A., Psychology, Clemson University)

BOND, JENNIFER B., Administrative Specialist, Continuing Education

BOOKER, BEVERLY D., Administrative Specialist, Student Financial Aid (A.A.S., Management - Information Technologies, Spartanburg Technical College)

BOURGEOIS, JACK R., Director of Research (B.A., Business, Furman University; M.B.A., Clemson University)

BRACKETT, DOUGLAS C., Job Development Coordinator, Career Planning and Placement (B.A., Social Science, Allen University; M.Ed., Education, University of South Carolina)

BRANNON, JEAN T., Director of BMW Center, Continuing Education (B.A., Sociology, Winthrop College)

BRANTLEY, GERALDINE, Director of Counseling, Student Affairs (B.A., Education - Elementary Education; M.Ed., Elementary School Guidance, University of South Carolina)

BRIDGES, ROBIN M., Media Specialist, Learning Resources

BRIDWELL, REBECCA C., Instructor, Early Childhood Development (B.S., Early Childhood Development, Gardner-Webb College; M. Ed., Elementary Education, University of South Carolina-Spartanburg)

BRYANT, KATHY G., Administrative Specialist, Health and Human Services

BUCHANAN, DONNA I., Program Coordinator, Medical Assisting, (A.A.S., Applied Science, Western Piedmont Community College; B.H.S., Medical University of South Carolina)

BULMAN, THOMAS F., Director of Physical Plant (A.A.S., General Technologies, Spartanburg Technical College; Licensed General Contractor)

BYARS, JACQUELINE, Administrative Specialist, Student Affairs (Diploma, Automated Office, A.A.S., Office Systems Technology; Spartanburg Technical College)

BYRD, FRIEDA E., Instructor, Medical Laboratory Technology (Registered Medical Technologist; B.A., Biology, Converse College)

CALDWELL, PATRICIA G., Instructor, Nursing (M.N., Bellarmine University)

CAMP, T. LYNN, Administrative Assistant to the President (A.A.S, Office Systems Technology, Spartanburg Technical College)

CANN, J. ALISON, Director of Advising Center (B.S., Psychology, Presbyterian College; M.Ed., Special Education, Converse College)

CANNON, DOROTHY H., Administrative Specialist, Information Technologies

CANNON, J. BRUCE, Webmaster, Information Technologies (A.A.S., Electronics Engineering Technology, Spartanburg Technical College)

CANTRELL, AMY P., Accounts Payable Coordinator, Business Office (B.S., Accounting; M.B.A., Clemson University; Certified Professional Secretary)

CANTRELL, LAURA J., Administrative Specialist, Student Affairs

CARVER, BARBARA J., Evening Cashier, Business Office

CASE, S. JAYNE, Instructor, Nursing (B.S.N., University of South Carolina)

CASH, BETTY S., Instructor, English, Transitional Studies (B.S., Secondary Education; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina; M.Ed., Secondary Ed English, Converse College)

CASH, KELLIE B., Administrative Specialist, Business, Industrial and Engineering Technologies Division

CAUDELL, LESA L., Associate Director, Foundation/Alumni Affairs (B.S., Telecommunications, Sales and Management; M.A., Student Affairs Administration in Higher Education, Ball State University)

CHAMBERS, KATHY J., Coordinator, Success Network (B.A., Social Sciences, Winthrop College; M.Ed., Student Personnel Services, University of South Carolina)

CHAMPION, CYNTHIA K., Accounting Technician, Business Office

CHAPMAN, JANIE C., Instructor, Mathematics (M.A., Secondary Education, The University of Alabama)

CHASTAIN, SUSAN H., Human Resources Specialist, Human Resources

CHEN, FEI, Applications Analyst, Information Technologies (B.E., Anhui University)

CHERRY, SUSAN P., Department Head, Nursing (B.S.N., University of North Carolina-Charlotte; M.N., Nursing Administration, University of South Carolina)

CHESTNUT-WALKER, DENISE, Financial Aid Counselor (B.S., Retailing, University of South Carolina; M.B.A., Webster University)

CHIDESTER, WILLIAM K., Student Academic Advisor, Advising Center (B.A., History, Fairmont State College; M.Ed., Special Education, Converse College)

CLARKSON, MARILYN M., Instructor, English, Transitional Studies (B.A., English/French, Winthrop College; M.A., English, University of Tennessee)

CLEMENTS, MARLENE C., Administrative Specialist, Transitional Studies and Arts and Sciences Divisions

COCHRAN, ROBIN R., Administrative Assistant, Business Affairs (A.A.S, Office Systems Technology, Spartanburg Technical College; Certified Professional Secretary)

COCHRANE, SUSAN J., Administrative Specialist, Auxiliary Services

COFFER, JAY T., Instructor, Industrial Electronics Technology / Automated Manufacturing Technology (A.A.S., Industrial Electronics Technology; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 5 Years; Teaching, 14 Years)

COHEN, DEBRA A., Library Technical Assistant, Learning Resources (A.A.S., Office Systems Technology-Medical, Spartanburg Technical College)

COHEN, SHIRLEY G., Administrative Specialist, Business, Industrial and Engineering Technologies Division

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Special Note: The following proposed mission statement was approved by the Spartanburg County Commission for Technical Education on February 21, 2005. This statement becomes the College's official mission statement upon approval by the S.C. Commission on Higher Education at its scheduled May 5, 2005 meeting. Check the STC website (www.stcsc.edu) after May 10, 2005 for the final status of this change.

College Vision

Spartanburg Technical College is the innovative leader in providing relevant, accessible, and affordable educational programs and services to support and improve the economic vitality of our service community.

College Mission

Spartanburg Technical College is a public, suburban, two-year comprehensive, open-admission institution of higher education serving the citizens of the upstate counties of Spartanburg, Cherokee and Union in South Carolina. The College advances economic development of the region through programs, services and partnerships that address emerging and continuing employment needs in a rapidly changing global environment. The College promotes lifelong learning and helps students reach their personal and professional goals.

Scope

Spartanburg Technical College implements its mission through programs, services and partnerships that include

College-Level Credit Programs

STC serves 5,000 to 7,500 credit students annually through programs leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Continuing Education Programs

STC delivers catalog and customized short-term courses to 15,000-20,000 students annually. Continuing Education provides professional and career advancement programs and courses to business, industry, health care and government agencies. The college also offers noncredit courses for personal enrichment.

Development Education Programs

STC readies unprepared students to enter a program of study through courses that build academic skills and self-confidence.

Student Development Programs

STC offers a wide variety of student support services to nurture students' academic, personal and professional growth.

College Values

At Spartanburg Technical College, we believe in the worth of individuals and their potential for growth and development.

Values Pertaining to Students: At STC, we believe in ...

1. Encouraging students to reach their highest potential and to increase their self-esteem
2. Stressing students' responsibility in taking an active role in their own learning, growth and development
3. Fostering a caring environment appropriate for the personal and educational development of adult students
4. Helping students acquire a work ethic appropriate to their career choice
5. Promoting a desire for lifelong learning
6. Instilling a sense of college pride in students

Values Pertaining to Faculty and Staff: At STC, we believe in ...

1. Accomplishing the college mission through teamwork, effective communication, and personal accountability
2. Maintaining a climate of mutual trust and respect
3. Treating faculty and staff fairly
4. Giving employees personal responsibility for job performance
5. Developing professional potential of faculty and staff

Values Pertaining to Community: At STC, we believe in ...

1. Providing timely programs and services that meet the needs of students and area business and industry
2. Participating as a partner in the community's growth and development
3. Promoting interactive communication with the community to ascertain needs and distribute information about programs and services
4. Developing a continuum of educational opportunities by partnering with secondary and postsecondary institutions
5. Encouraging faculty and staff to serve as leaders and role models in the community
6. Being accountable to the community for effective use of resources